

A banner with a blue and white abstract background featuring glowing lines and dots. The text "CAPPS HR/PAYROLL" is on the top line and "End-User Training (EUT)" is on the bottom line, both in a bold, dark blue font.

# **CAPPS HR/PAYROLL End-User Training (EUT)**

**EUT Course - 181**  
**Agency Learn for End-Users**

**June 2017**

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## Learn End-Users

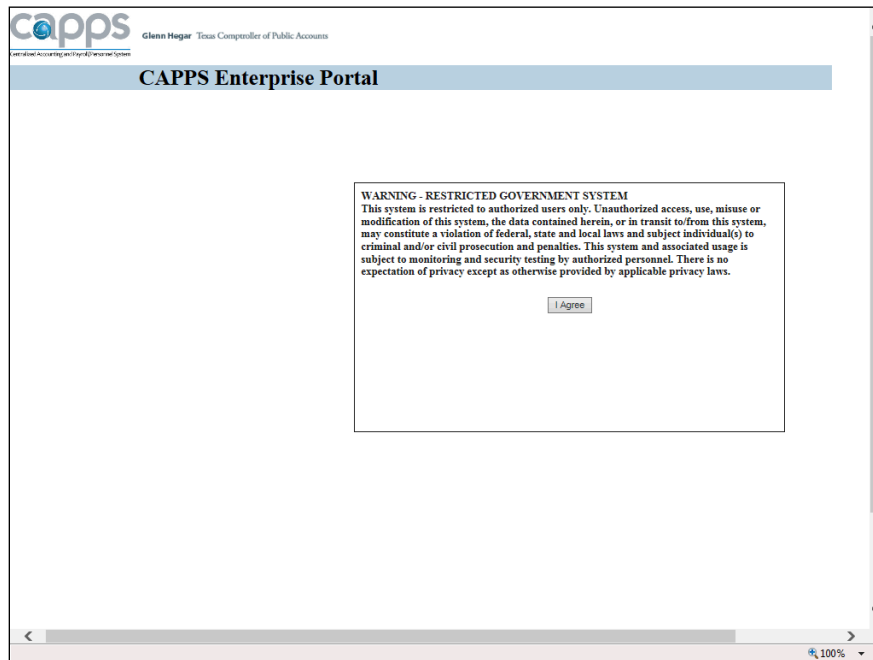
### S1 - Navigation

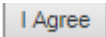

#### Navigating CAPPS Learn

#### Section 1 - Lesson 1, Exercise 1 - Navigating CAPPS Learn

#### Procedure

In this lesson, you will learn how to log in and navigate through CAPPS Learn as an End User.


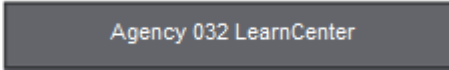


Step	Action
1.	Click the <b>I Agree</b> button. 
2.	Enter the desired information into the <b>User ID:</b> field. Enter " <b>train</b> ". <b>User ID:</b> <input type="text"/>
3.	Press <b>[Tab]</b> .
4.	Enter the desired information into the <b>Secure Password:</b> field. Enter " <b>train1</b> ".  <b>Secure Password:</b> <input type="password"/>


# CAPPS HR/PAYROLL

## EUT Course



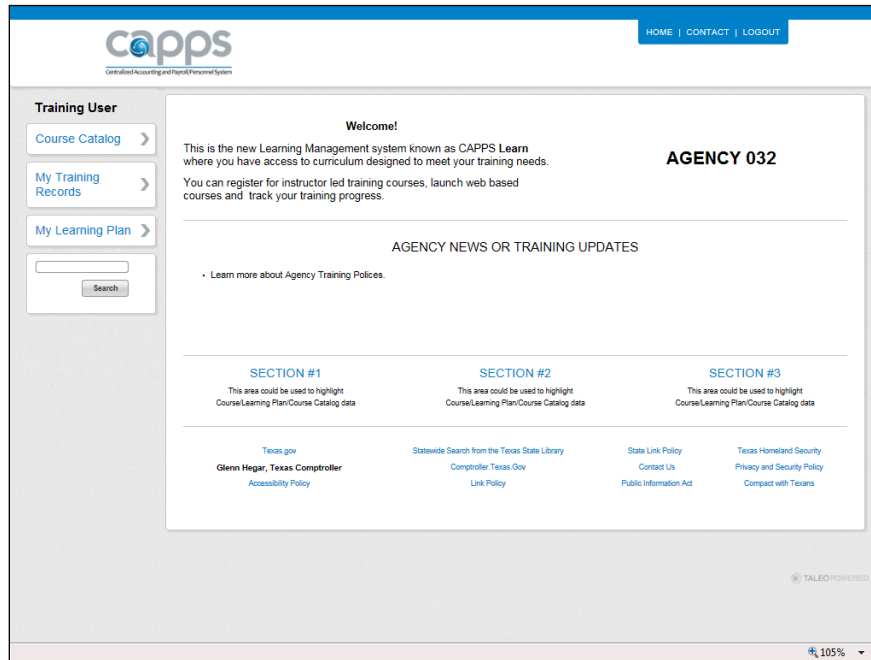
Step	Action
5.	Click the <b>Sign In</b> button. 
6.	<p>This is the <b>CAPPS Portal</b>. The <b>CAPPS HR Fundamentals</b> course explains this page in detail. Depending on your User access you may see different options listed.</p> <p>You should see the button for the agency in which you have access for <b>CAPPS Learn</b>. For training, you will use the Agency 032 LearnCenter.</p> <p>Click the <b>Agency 032 LearnCenter</b> button.</p> 

Step	Action
7.	<p>For <b>CAPPS Learn</b>, there is a separate login page.</p> <p>Enter the desired information into the <b>Username:</b> field. Enter "<b>101010101</b>".</p> <p><b>Username:</b> <input type="text"/></p>
8.	Press <b>[Tab]</b> .

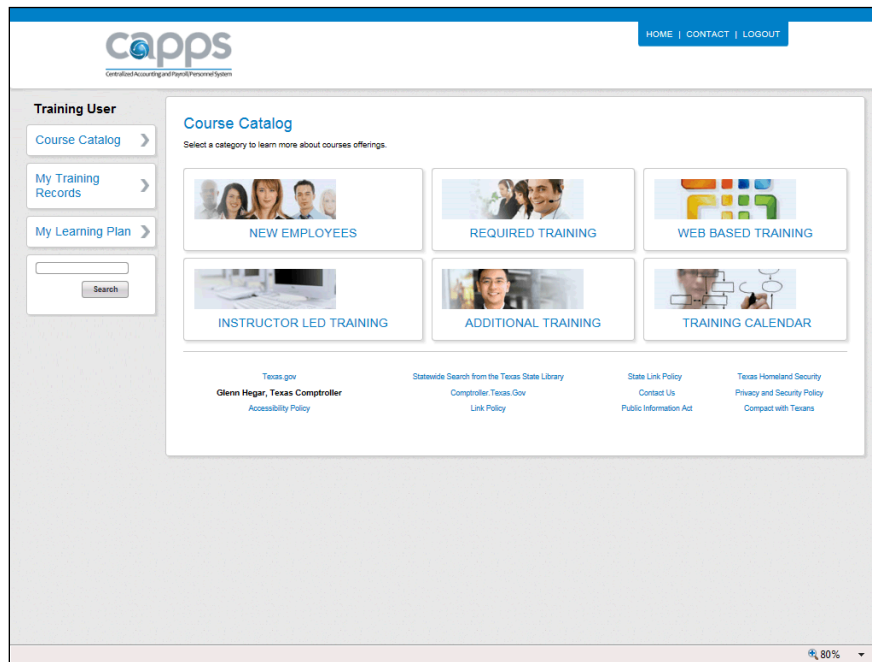
Step	Action
9.	Enter the desired information into the <b>Password:</b> field. Enter " <b>train1</b> ". <input type="text"/>
10.	Click the <b>Enter</b> button. 
11.	<b>PLEASE NOTE:</b> This training material is geared towards the statewide system page design and does not include agency specific pages.  The information that you see on pages within your agencies will vary and may be different than how they are shown within this training.
12.	Welcome to the <b>CAPPS Learn Home Page</b> ! Every user will see this page once logging in.  There are different sections to this page so let's walk through them.
13.	The Home page contains:  <b>#1 - Header Pages</b> <b>#2 - Left Nav Bar</b> and <b>#3 - Page Regions.</b> The Page Regions are split up by the dotted red line.  This is a CPA-configured baseline webpage, the statewide Learning Management System. Agencies may have additional pages. It consists of multiple web pages designed to display content and information to users.  Agencies have latitude in webpage design.
14.	Starting with the blank field near the top of the page, this is where the Management Access Code is entered by those with the responsibilities of maintaining certain aspects of the system (i.e. System, Content, and Training Administrators).  Only individuals with these roles and access will see this feature.
15.	The area to the left of the page is called the <b>Left Navigation Bar</b> (Left Nav Bar) and it displays on each LearnCenter page.
16.	Supervisors will see this additional menu item to manage their Direct Reports (My Team) training information.
17.	You are able to <b>Change your Password</b> using this link.
18.	<b>Course Catalog</b> features agency training offerings. It reflects the principle of blended learning.  Catalog view is designed by certain categories or group sections.

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
19.	Click the <b>Course Catalog</b> link. <a href="#">Course Catalog</a> ➤
20.	In the <b>Course Catalog</b> section, there are categories of course offerings. You can select the appropriate category to see the list of available training for each.



Step	Action
21.	Click the <b>NEW EMPLOYEES</b> link. <b>NEW EMPLOYEES</b>
22.	<b>New Employees</b> will see their agency specific required training that may also include <b>Assignments</b> on this page.
23.	Click the <b>Course Catalog</b> link. <b>Course Catalog</b>
24.	Click the <b>REQUIRED TRAINING</b> link. <b>REQUIRED TRAINING</b>
25.	Users that are <b>not</b> New Employees will see their <b>Assignments and/or Required Training</b> on this page.  Click the <b>Back to the Course Catalog</b> link. <b>Course Catalog</b>
26.	Click the <b>WEB BASED TRAINING</b> link. <b>WEB BASED TRAINING</b>
27.	<b>Web-Based Training (WBT)</b> can be found on the Web Based Training page.  For a WBT to be launched, users will select the course link, normally labeled <b>Click Here</b> .

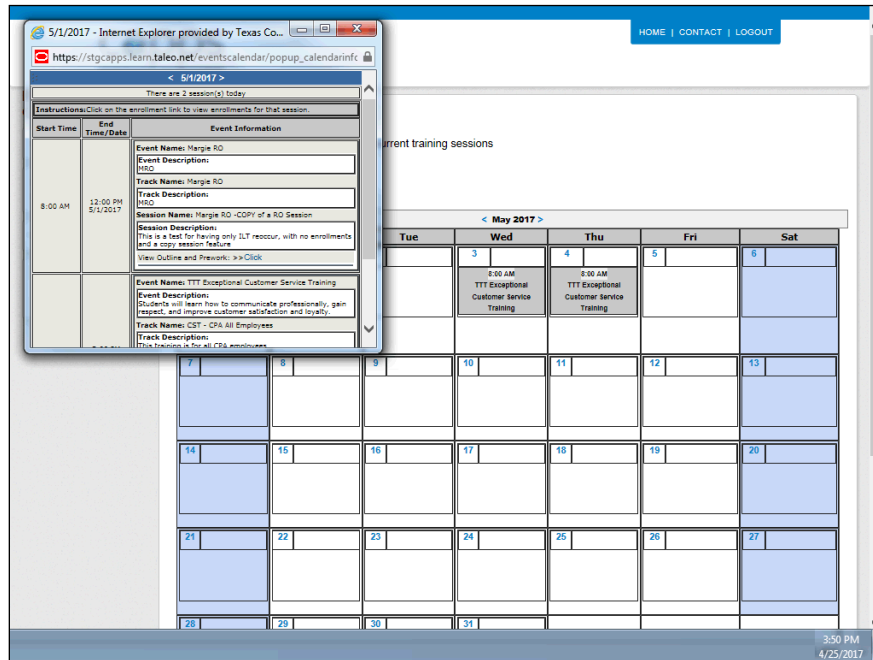
# CAPPS HR/PAYROLL



## EUT Course



Step	Action
28.	Click the <b>Course Catalog</b> link. <a href="#">Course Catalog</a>
29.	Click the <b>INSTRUCTOR LED TRAINING</b> link. <a href="#">INSTRUCTOR LED TRAINING</a>
30.	All Instructor Led Training will be listed on this page. You may need to scroll down to see the Enrollment section.  Depending on agency configuration, there can be different ways to view enrollment details and enroll into an ILT.
31.	Click the scrollbar.
32.	Click the <b>Course Catalog</b> link. <a href="#">Course Catalog</a>
33.	Click the <b>ADDITIONAL TRAINING</b> link. <a href="#">ADDITIONAL TRAINING</a>
34.	The <b>Additional Training</b> page is an additional category that agencies may use to display any type of training content or information.
35.	Click the <b>Course Catalogs</b> link. <a href="#">Course Catalog</a>
36.	Click the <b>TRAINING CALENDAR</b> link. <a href="#">TRAINING CALENDAR</a>
37.	The <b>Training Calendar</b> will display training that is occurring within your agency.  You are able to review training details and enroll from the Calendar.
38.	Click the <b>May</b> link. <a href="#">May</a>
39.	The date on the calendar is a hyperlink and you can select it to view details of the training for that day.  Click the <b>May 1st</b> link. <a href="#">1</a>

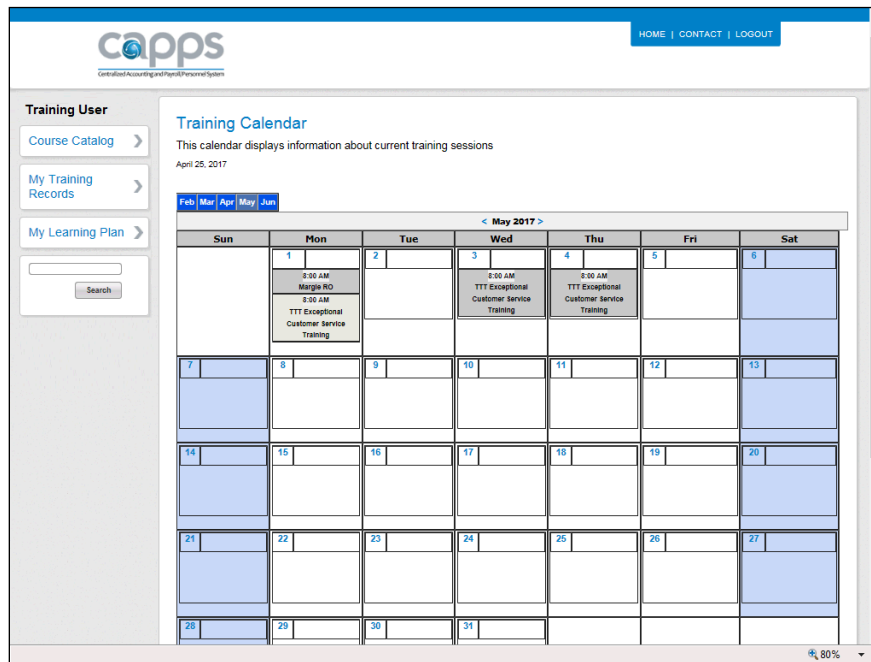








Step	Action
40.	Click the <b>Maximize/Restore</b> button. 
41.	Click the <b>Close</b> button. 

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
42.	Click the <b>My Training Records</b> link. <a href="#">My Training Records</a>
43.	<p>The <b>My Training Records</b> page is where users have access to their training history that includes skills and credits.</p> <p>The history provided can include Courses Completed, Courses in Progress, and Courses to be Completed.</p> <p>Users are also able to continue a previously started WBT and view ILT or WBT information.</p>
44.	Click the scrollbar.
45.	Click the scrollbar.
46.	Click the scrollbar.
47.	Click the <b>My Learning Plan</b> link. <a href="#">My Learning Plan</a>

Step	Action
48.	<p><b>My Learning Plan</b> may include any combination of training ranging from self-study, web-based and instructor-led training.</p> <p>It enables the agency to build a multi-modal learning experience.</p> <p>Any Learning Plans that have been assigned to you will appear on this page.</p>
49.	<p>You will use the expand button to view additional information on the Learning Plan that is listed.</p> <p>Click the <b>Expand</b> button.</p> 
50.	<p>The Learning Plan due date, completion date, and status may be listed.</p> <p>Click the <b>Collapse</b> button.</p> 
51.	<p>You can type in a keyword within the <b>Search</b> field to find information within the LearnCenter pages.</p> <p>Enter the desired information into the <b>Search</b> field. Enter "<b>communication</b>".</p> <input data-bbox="435 1087 654 1119" type="text"/>
52.	<p>Click the <b>Search</b> button.</p> 
53.	<p>The <b>Results</b> display information containing the word Communication as an example.</p>
54.	<p>Click the scrollbar.</p>
55.	<p>Click the scrollbar.</p>
56.	<p>Click the <b>Home</b> link.</p> 
57.	<p>Congratulations! You have completed this lesson.</p> <p><b>End of Procedure.</b></p>

## S2L1 - Employees

### Enrolling in ILT

#### Section 2 - Lesson 1, Exercise 1 - Enrolling in ILT

#### Procedure

# CAPPS HR/PAYROLL

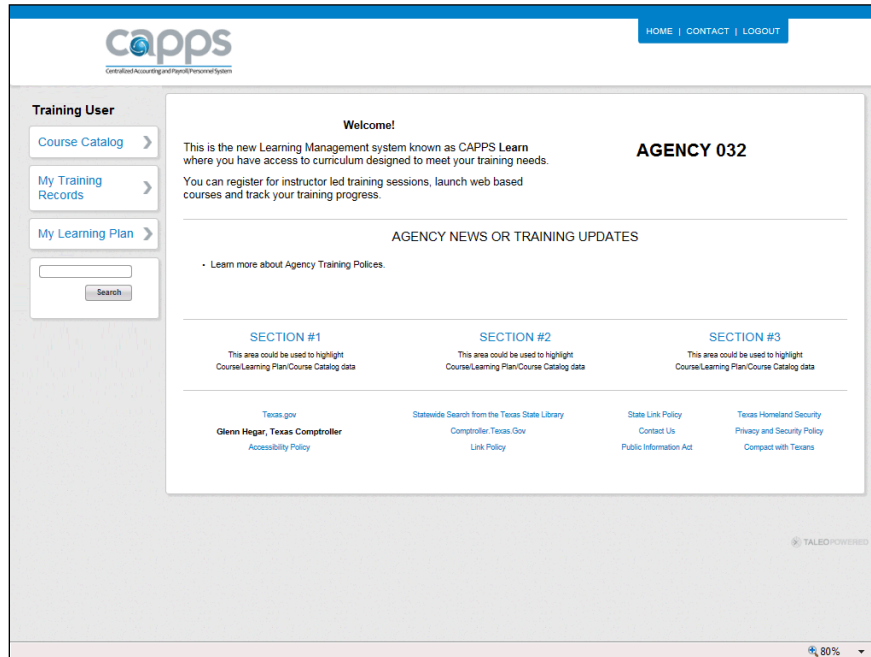
## EUT Course



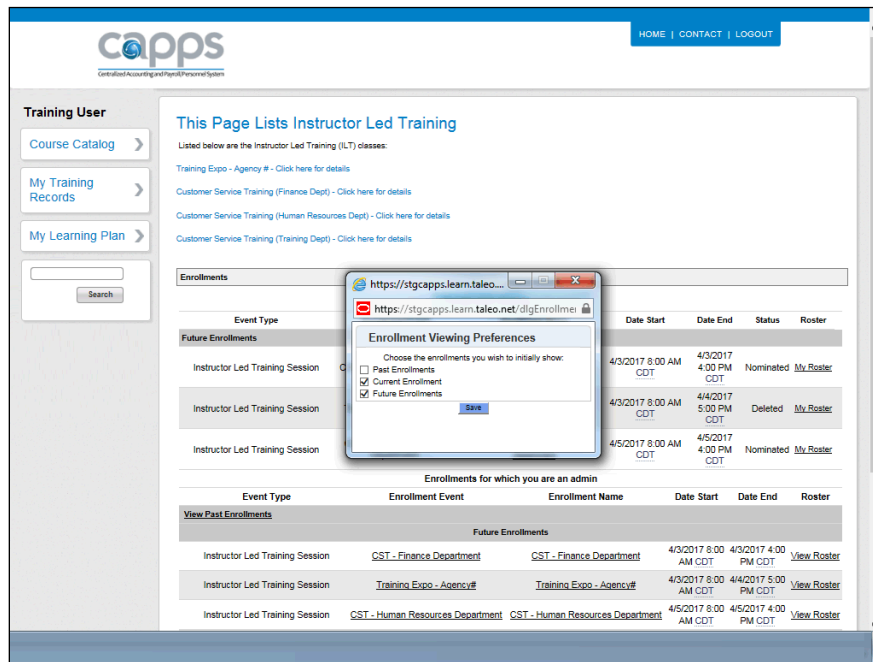
In this topic, users will learn how to enroll in an Instructor Led Training (ILT).


You will enroll in the following ILT:

- 1) Training Expo - Agency #
- 2) CST - Human Resources Department



Step	Action
1.	Click the <b>Course Catalog</b> link. <b>Course Catalog</b>
2.	Click the <b>INSTRUCTOR LED TRAINING</b> link. <b>INSTRUCTOR LED TRAINING</b>
3.	This page lists the Instructor Led Training offered for your agency. Within this page you will also find Current and/or Future ILT enrollments .
4.	Click the <b>Change your viewing preferences</b> button. <b>Change your viewing preferences</b>



Step	Action
5.	<p>You can determine what enrollments should be shown for you by selecting or deselecting the checkboxes.</p> <p>We will leave the existing selections.</p> <p>Click the <b>Close</b> button.</p> 

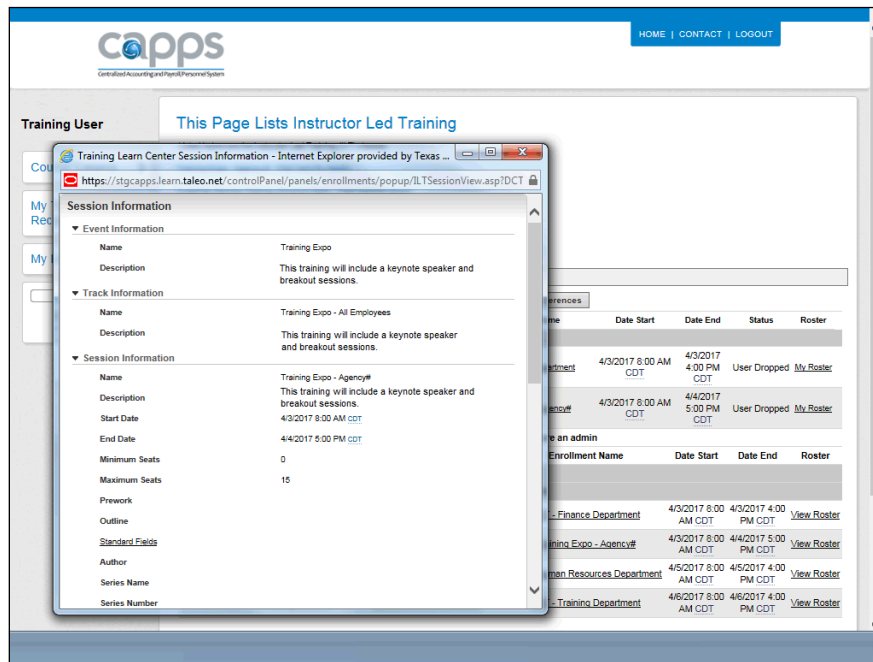
# CAPPS HR/PAYROLL


## EUT Course



The screenshot shows the CAPPS Training User interface. On the left, there's a sidebar with 'Training User' and links for 'Course Catalog', 'My Training Records', and 'My Learning Plan'. The main content area is titled 'This Page Lists Instructor Led Training' and lists three training sessions: 'Training Expo - Agency #', 'Customer Service Training (Finance Dept)', and 'Customer Service Training (Human Resources Dept)'. Below this, there are two tables of enrollments. The first table, 'Enrollments', shows two sessions: 'Instructor Led Training Session' for 'CST - Finance Department' and 'Training Expo - Agency#'. The second table, 'Enrollments for which you are an admin', shows four sessions: 'Instructor Led Training Session' for 'CST - Finance Department', 'Training Expo - Agency#', 'CST - Human Resources Department', and 'CST - Training Department'. Each session has columns for Event Type, Enrollment Event, Enrollment Name, Date Start, Date End, Status, and Roster.

Step	Action
6.	<p>You are interested in enrolling in an ILT named Training Expo - Agency # but need additional details for training.</p> <p>Click the <b>Training Expo - Agency # - Click here for details</b> link.</p> <p><a href="#">Training Expo - Agency # - Click here for details</a></p>



Step	Action
7.	<p>In order to see the full page, you must maximize.</p> <p>Click the <b>Maximize/Restore</b> button.</p> 

# CAPPS HR/PAYROLL

## EUT Course



Training Learn Center Session Information - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/controlPanel/panels/enrollments/popup/ILTSessionView.asp?DCT=1&enroll=yes&sid=100000433&sessionid=3-FA01F7A4-0DC9-4249-8E15-9E6068FED4C

**Session Information**

▼ Event Information

Name	Training Expo
Description	

▼ Track Information

Name	Training Expo - All Employees
Description	This training will include a keynote speaker and breakout sessions.

▼ Session Information

Name	Training Expo - Agency#
Description	This training will include a keynote speaker and breakout sessions.
Start Date	4/3/2017 8:00 AM CDT
End Date	4/4/2017 5:00 PM CDT
Minimum Seats	0
Maximum Seats	15

Prework

Outline

Standard Fields

Author

Series Name

Series Number

Course Level

Credits

Duration

Publisher

Cost Per User

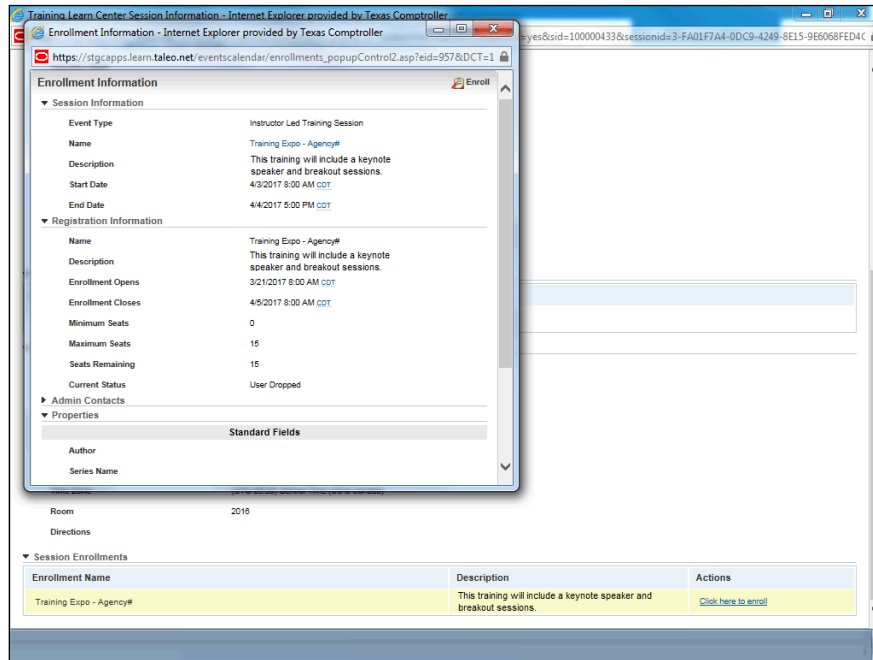
Course Number


▼ Instructors

Username	Lead Mgmt, Exec Mgmt
----------	----------------------

Step	Action
8.	<p>The date, time and maximum number of seats available is listed in the Session Information section.</p> <p>Click the scrollbar.</p>
9.	<p>The location, location description and room number are also provided.</p> <p>Click the <b>Click here to enroll</b> link.</p> <p><a href="#">Click here to enroll</a></p>





Step	Action
10.	<p>In this example, the ILT <b>does not</b> require pre-approval, therefore the user is able to enroll themselves.</p> <p>Click the <b>Enroll</b> button.</p> 
11.	<p>Notice that once you selected <b>Enroll</b>, a confirmation appears.</p> <p>In addition, the Enroll button changed to <b>Drop</b>. This is in the case that you need to Drop this course later.</p>

# CAPPS HR/PAYROLL

## EUT Course



Training Learn Center Session Information - Internet Explorer provided by Texas Comptroller

Enrollment Information - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/events/calendar/enrollments\_popupControl2.asp?sessionid=3-FA01F7A4-0DC9-4249-8E15-9E6068FED4C

Your enrollment request has been submitted.

**Enrollment Information**

▼ Session Information

Event Type	Instructor Led Training Session
Name	Training Expo - Agency#
Description	This training will include a keynote speaker and breakout sessions.
Start Date	4/3/2017 8:00 AM CDT
End Date	4/4/2017 5:00 PM CDT

▼ Registration Information

Name	Training Expo - Agency#
Description	This training will include a keynote speaker and breakout sessions.
Enrollment Opens	3/21/2017 8:00 AM CDT
Enrollment Closes	4/5/2017 8:00 AM CDT
Minimum Seats	0
Maximum Seats	15
Seats Remaining	15
Current Status	Nominated

► Admin Contacts

▼ Properties



Standard Fields

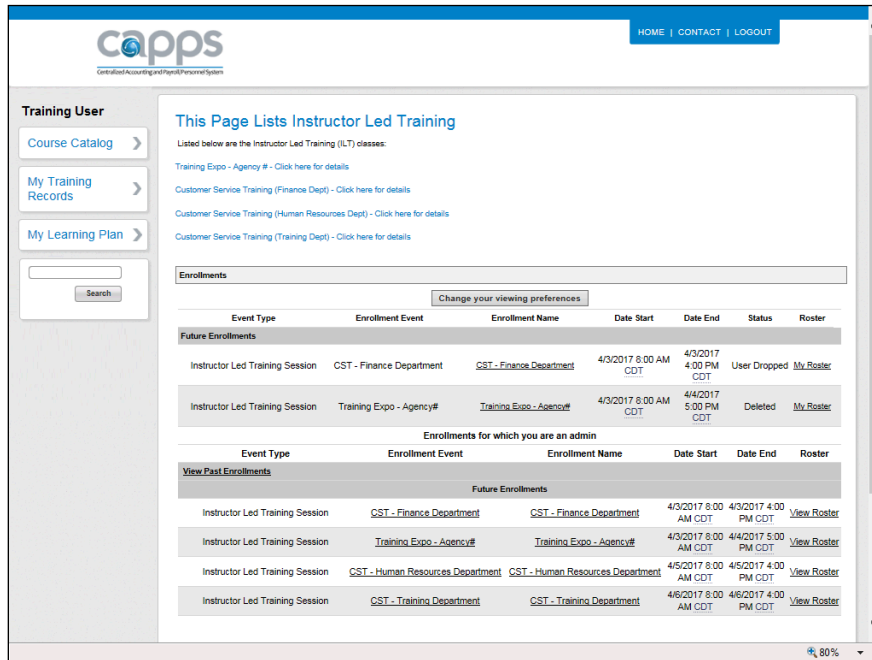
Room: 2018

Directions

▼ Session Enrollments

Enrollment Name	Description	Actions
Training Expo - Agency#	This training will include a keynote speaker and breakout sessions.	<a href="#">Click here to enroll</a>

Step	Action
12.	Click the <b>Close</b> button. 
13.	Click the <b>Close</b> button. 



The screenshot shows the CAPPS Training User interface. On the left, there is a sidebar with links: [Course Catalog](#), [My Training Records](#), and [My Learning Plan](#). Below these is a search bar. The main content area is titled "This Page Lists Instructor Led Training" and lists several training classes with links to their details: [Training Expo - Agency #](#), [Customer Service Training \(Finance Dept\)](#), [Customer Service Training \(Human Resources Dept\)](#), and [Customer Service Training \(Training Dept\)](#).

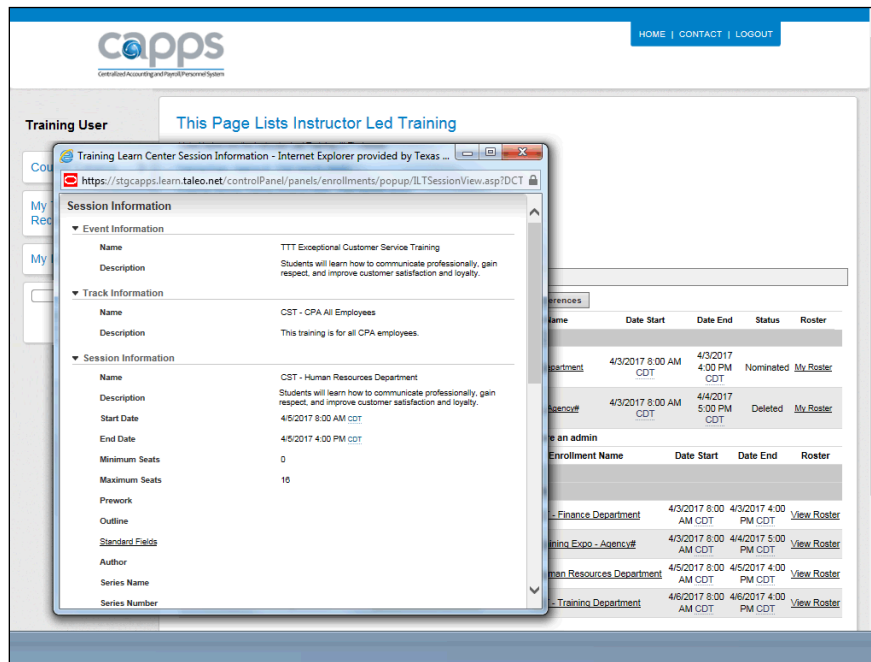
Below the list, there is a section for "Enrollments" with a "Change your viewing preferences" button. The table below shows the enrollment details for the selected class.


Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster
<b>Future Enrollments</b>						
Instructor Led Training Session	CST - Finance Department	<a href="#">CST - Finance Department</a>	4/3/2017 8:00 AM CDT	4/3/2017 4:00 PM CDT	User Dropped	<a href="#">My Roster</a>
Instructor Led Training Session	Training Expo - Agency#	<a href="#">Training Expo - Agency#</a>	4/3/2017 8:00 AM CDT	4/4/2017 5:00 PM CDT	Deleted	<a href="#">My Roster</a>
<b>Enrollments for which you are an admin</b>						
<b>View Past Enrollments</b>						
Instructor Led Training Session	CST - Finance Department	<a href="#">CST - Finance Department</a>	4/3/2017 8:00 AM CDT	4/3/2017 4:00 PM CDT		<a href="#">View Roster</a>
Instructor Led Training Session	Training Expo - Agency#	<a href="#">Training Expo - Agency#</a>	4/3/2017 8:00 AM CDT	4/4/2017 5:00 PM CDT		<a href="#">View Roster</a>
Instructor Led Training Session	CST - Human Resources Department	<a href="#">CST - Human Resources Department</a>	4/5/2017 8:00 AM CDT	4/5/2017 4:00 PM CDT		<a href="#">View Roster</a>
Instructor Led Training Session	CST - Training Department	<a href="#">CST - Training Department</a>	4/6/2017 8:00 AM CDT	4/6/2017 4:00 PM CDT		<a href="#">View Roster</a>

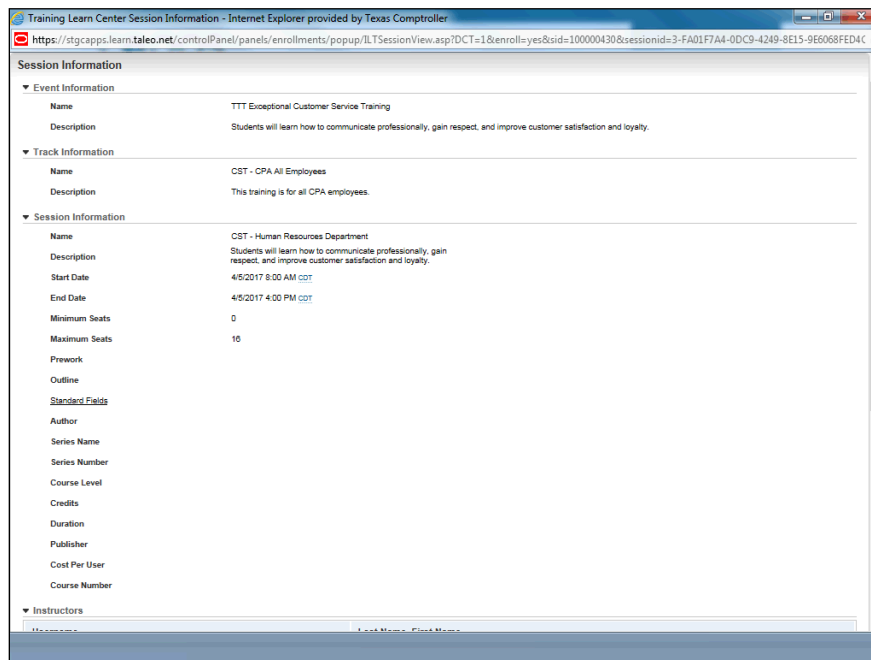
Step	Action
14.	<p>You would also like to enroll in the CST (Human Resources Dept) ILT as well.</p> <p>Click the <b>Customer Service Training (Human Resources Dept) - Click here for link</b>.</p> <p><a href="#">Customer Service Training (Human Resources Dept) - Click here for details</a></p>


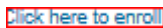
# CAPPS HR/PAYROLL

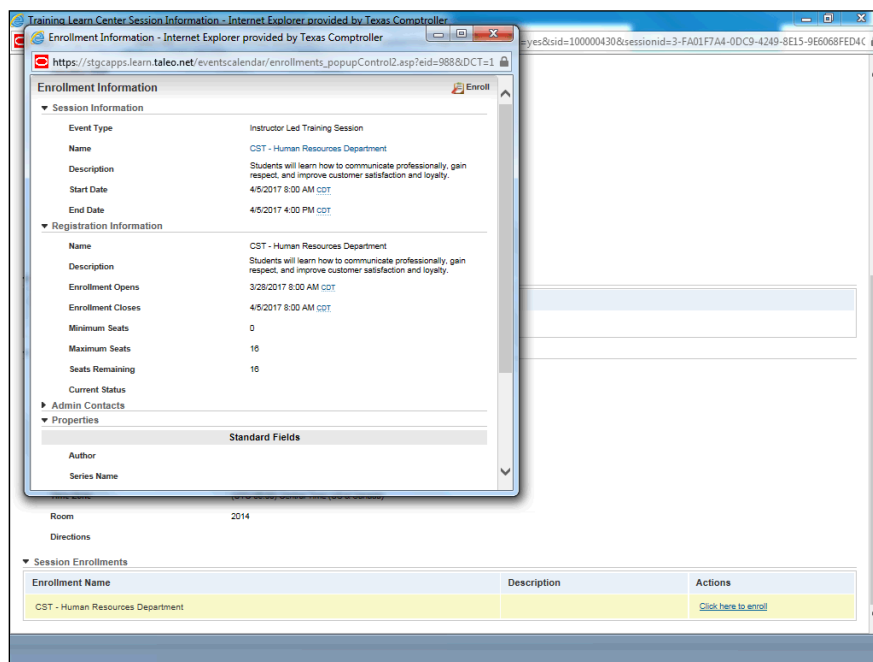
## EUT Course




Step	Action
15.	Click the <b>Maximize</b> button. 



Step	Action
16.	Click the scrollbar. 
17.	Click the <b>Click here to enroll</b> link. 



Step	Action
18.	Click the <b>Enroll</b> button. 

# CAPPS HR/PAYROLL

## EUT Course



Training Learn Center Session Information - Internet Explorer provided by Texas Comptroller

Enrollment Information - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/events/calendar/enrollments\_popupControl2.asp?sessionId=3-FA017A4-0DC9-4249-8E15-9E6068FED4C

Your enrollment request has been submitted.

**Enrollment Information**

▼ Session Information

Event Type	Instructor Led Training Session
Name	CST - Human Resources Department
Description	Students will learn how to communicate professionally, gain respect, and improve customer satisfaction and loyalty.
Start Date	4/5/2017 8:00 AM CDT
End Date	4/5/2017 4:00 PM CDT

▼ Registration Information

Name	CST - Human Resources Department
Description	Students will learn how to communicate professionally, gain respect, and improve customer satisfaction and loyalty.
Enrollment Opens	3/28/2017 8:00 AM CDT
Enrollment Closes	4/5/2017 8:00 AM CDT
Minimum Seats	0
Maximum Seats	16
Seats Remaining	16
Current Status	Nominated

► Admin Contacts

▼ Properties



Standard Fields

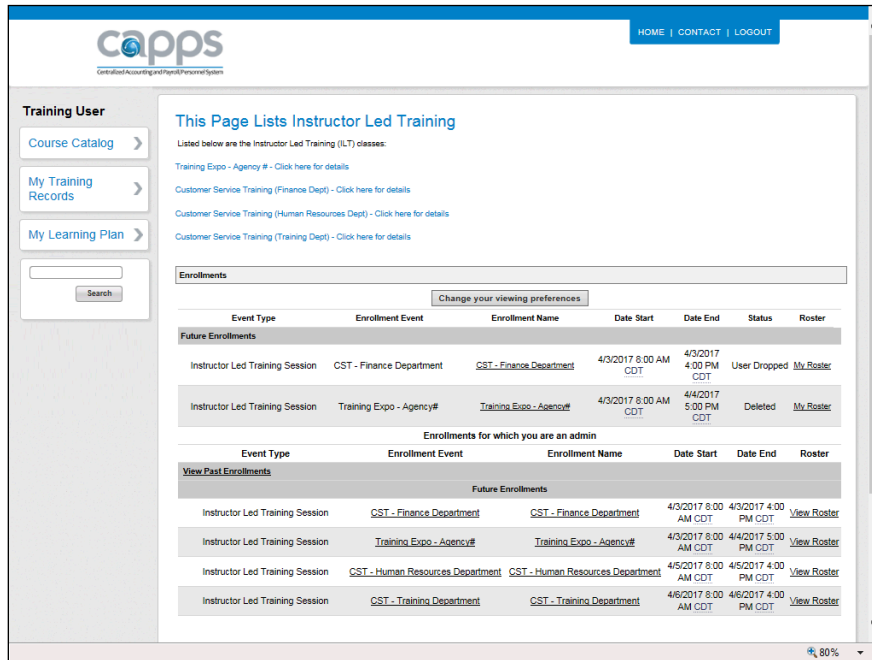
Room: 2014

Directions


▼ Session Enrollments

Enrollment Name	Description	Actions
CST - Human Resources Department		<a href="#">Click here to enroll</a>

Step	Action
19.	Click the <b>Close</b> button. 
20.	Click the <b>Close</b> button. 



The screenshot shows the CAPPS Training User interface. On the left is a sidebar with links: Course Catalog, My Training Records, and My Learning Plan. The main content area is titled 'This Page Lists Instructor Led Training' and lists several ILT classes with links to click for details. Below this is a table of enrollments, divided into 'Future Enrollments' and 'Enrollments for which you are an admin'. The table has columns for Event Type, Enrollment Event, Enrollment Name, Date Start, Date End, Status, and Roster. The 'Future Enrollments' section shows two rows for 'Instructor Led Training Session' with dates 4/3/2017 and 4/4/2017. The 'Enrollments for which you are an admin' section shows four rows for 'Instructor Led Training Session' with dates 4/3/2017, 4/4/2017, 4/5/2017, and 4/6/2017.

Step	Action
21.	Click the <b>Home</b> link. 
22.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Requesting Approval for an ILT

### Section 2 - Lesson 1, Exercise 2 - Requesting Approval for an ILT

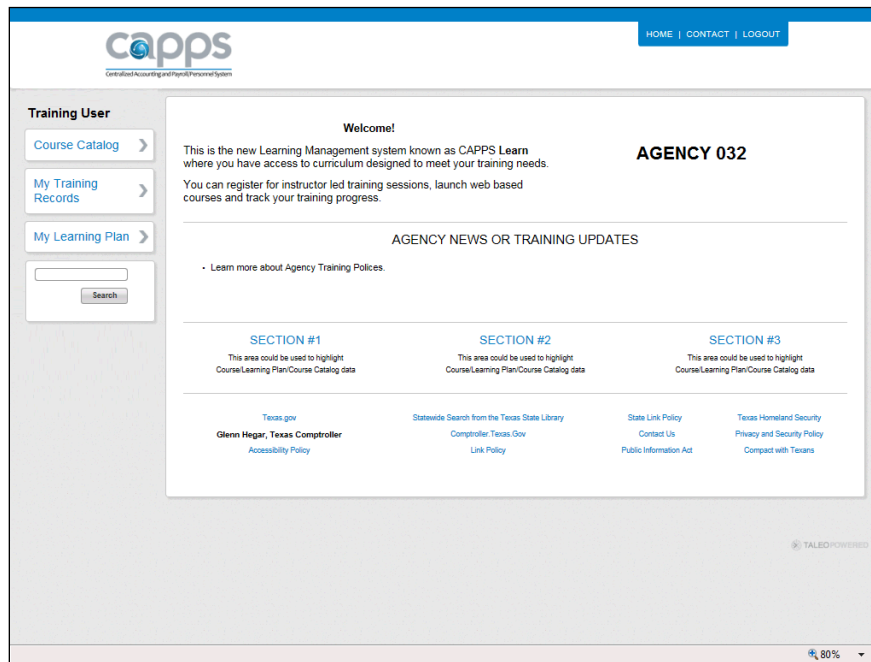
#### Procedure

In this lesson, you will learn how to request supervisor approval for an ILT.

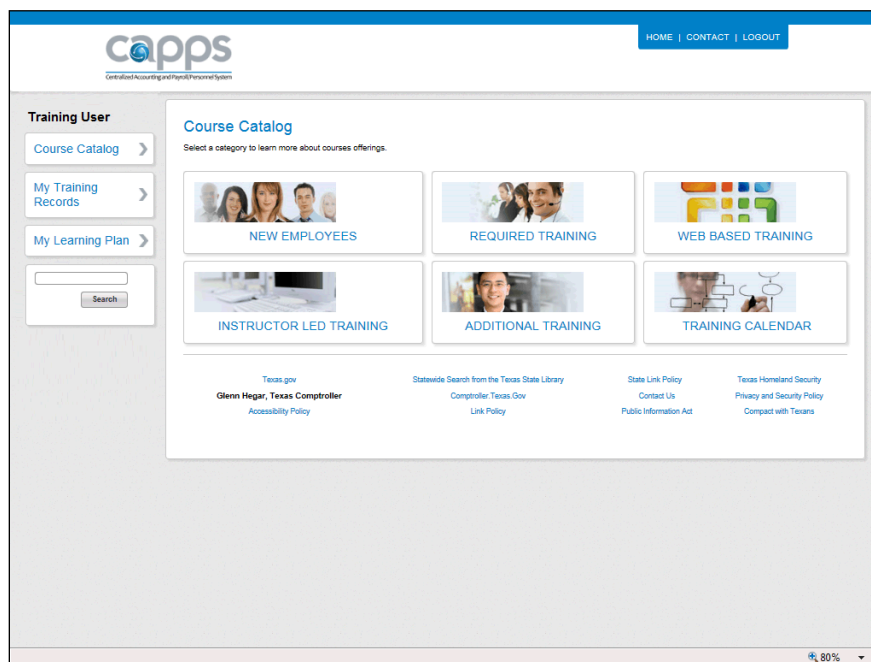
ILT Name: Supervisor Testing Approval

# CAPPS HR/PAYROLL

## EUT Course

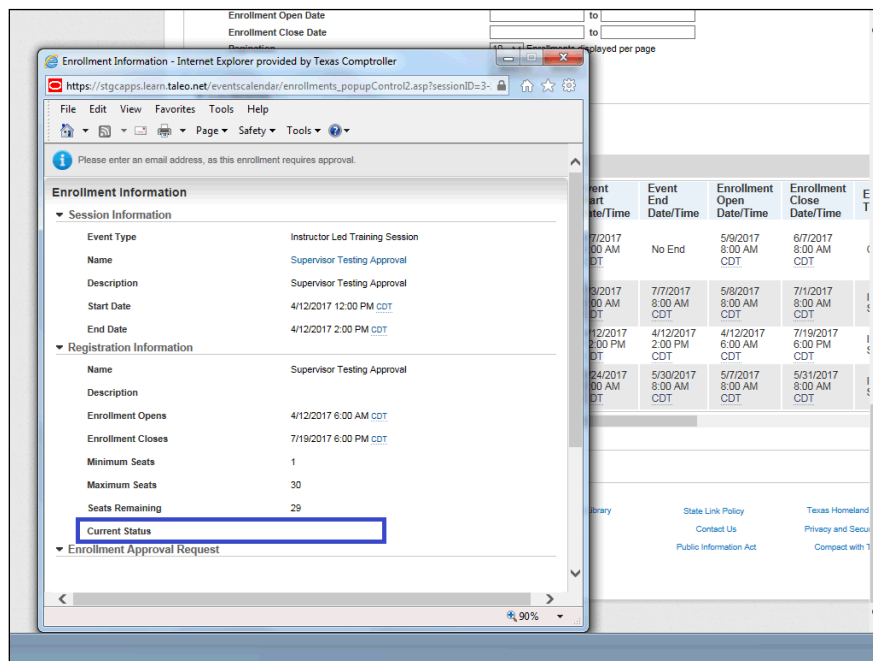


Step	Action
1.	Click the <b>Course Catalog</b> link. <a href="#">Course Catalog</a>





Step	Action
2.	Click the <b>Instructor Led Training</b> link. <a href="#">INSTRUCTOR LED TRAINING</a>
3.	You will request approval to attend the <b>Supervisor Testing Approval ILT</b> . Click the " <b>Click Here</b> " link. <a href="#">Click Here</a>



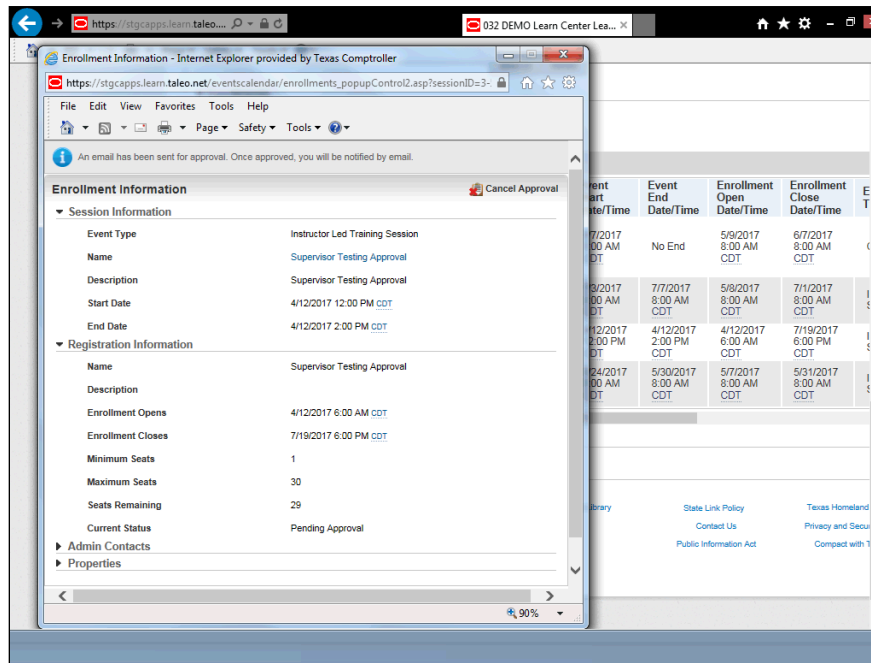
Step	Action
4.	This page provides additional information on the ILT. Note that the Current Status is blank. Click the scrollbar.
5.	Your request will be sent to your designated Supervisor.
6.	Click the <b>Request Approval</b> button. <a href="#">Request Approval</a>
7.	Once you request approval, the <b>Current Status</b> changes to <b>Pending Approval</b> .


# CAPPS HR/PAYROLL

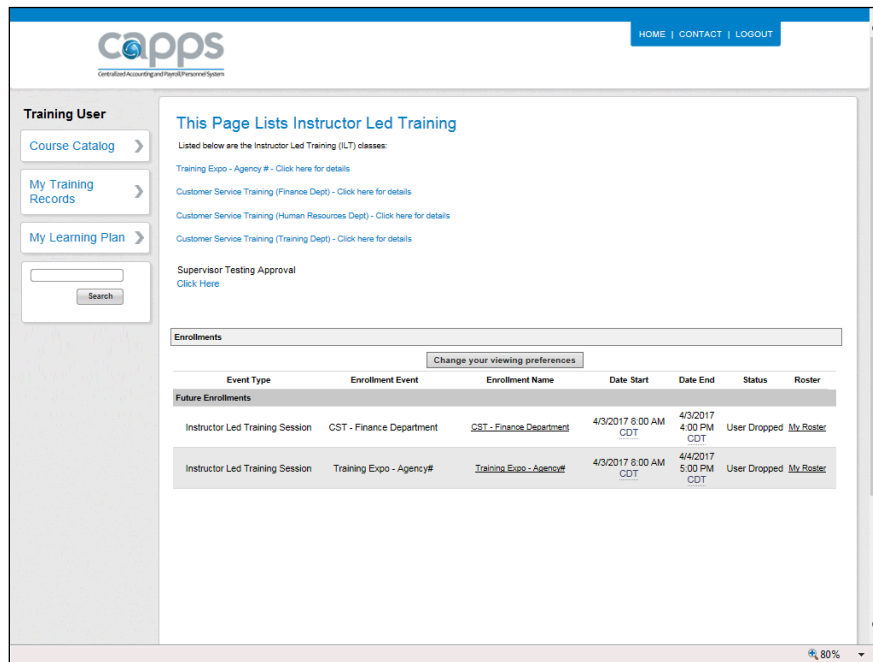
## EUT Course



Step	Action
8.	You will also see an option to <b>Cancel Approval</b> in order to be dropped from the enrollment and approval process.



Step	Action
9.	Click the <b>Close</b> button. 



Step	Action
10.	Click the <b>Home</b> link. <b>HOME</b>
11.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Dropping Enrollment from ILT

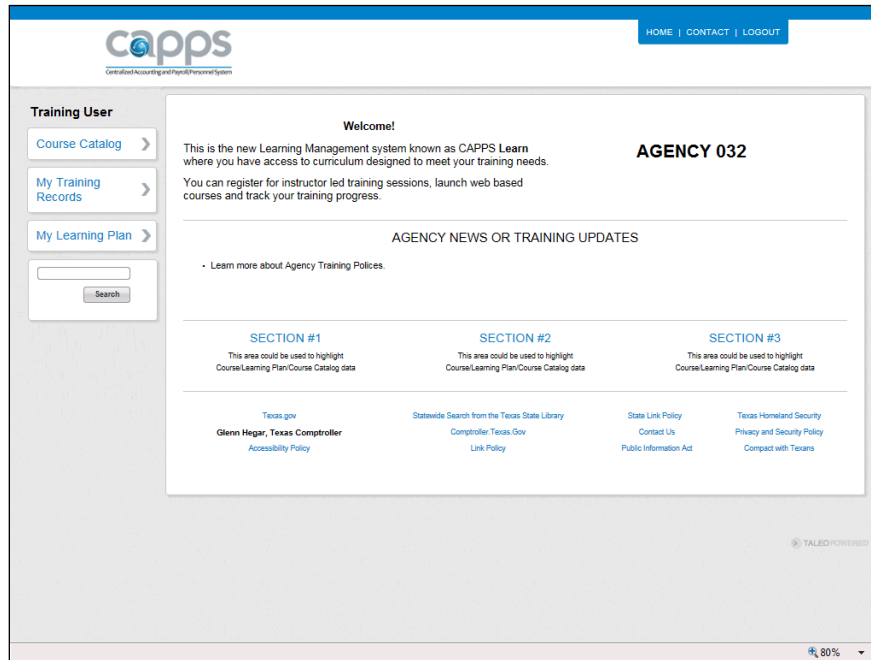
### Section 2 - Lesson 1, Exercise 3 - **Dropping Enrollment from ILT**

#### **Procedure**

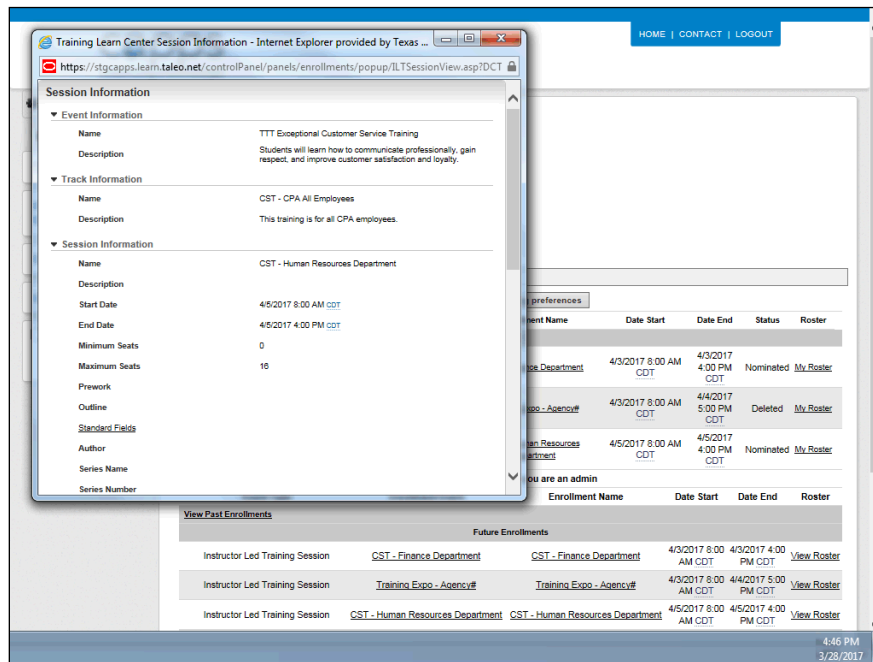
In this lesson, you will learn how to Drop from an ILT. In order to Drop enrollment, the user has to be previously enrolled.

# CAPPS HR/PAYROLL

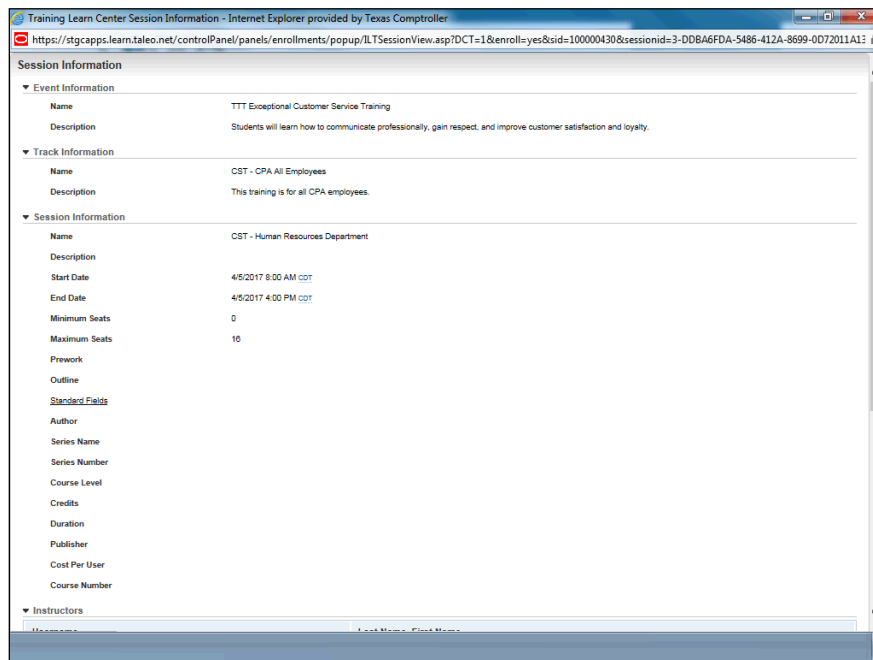
## EUT Course



Step	Action
1.	Click the <b>Course Catalog</b> link. <a href="#">Course Catalog</a>
2.	Click the <b>INSTRUCTOR LED TRAINING</b> link. <a href="#">INSTRUCTOR LED TRAINING</a>
3.	Click the <b>Customer Service Training (Human Resources Dept) - Click here for link.</b> <a href="#">Customer Service Training (Human Resources Dept) - Click here for details</a>



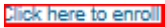
Step	Action
4.	Click the <b>Maximize/Restore</b> button.

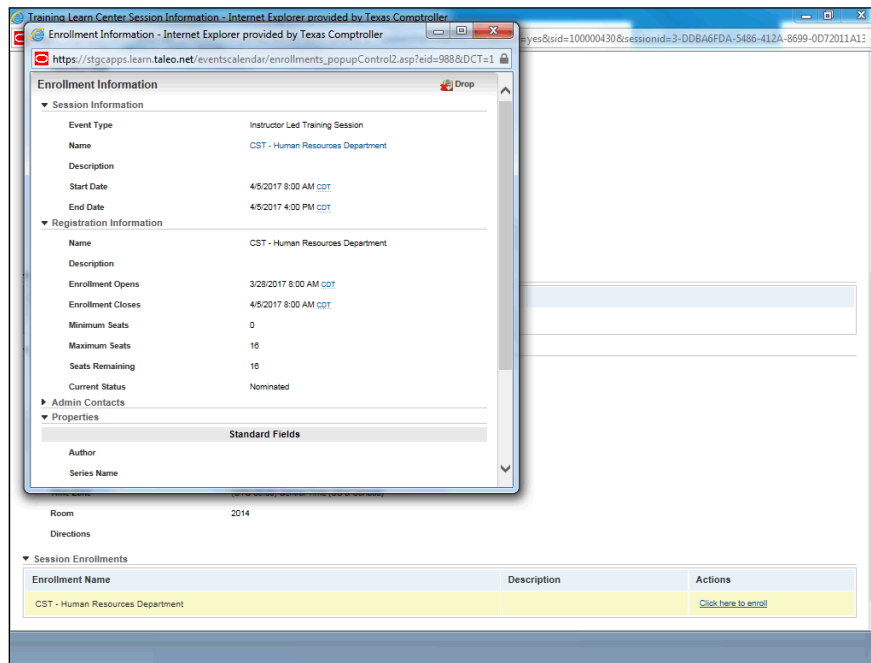


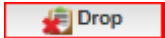
# CAPPS HR/PAYROLL

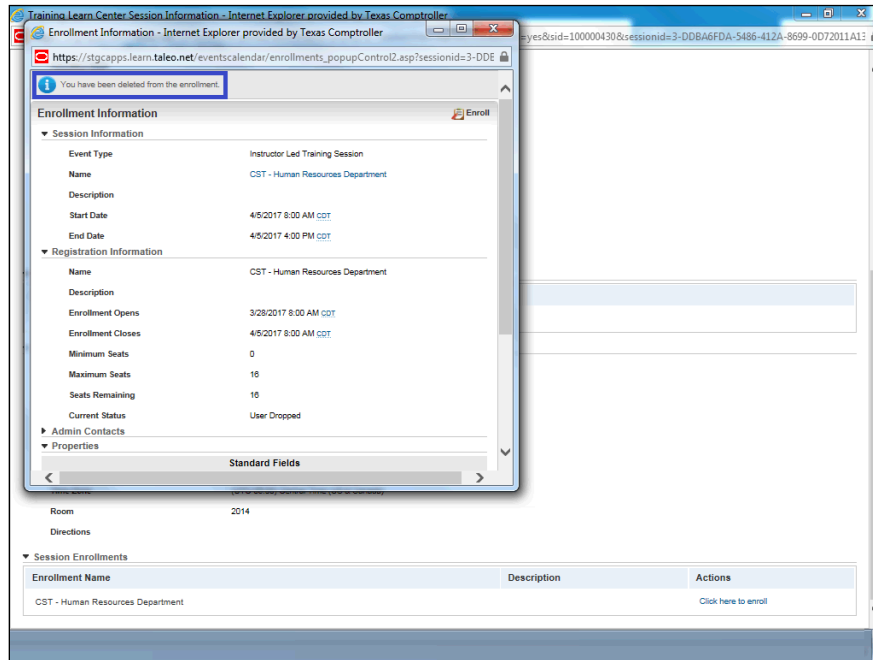
## EUT Course





Step	Action
5.	Click the scrollbar.
6.	Click the <b>Click here to enroll</b> link. 



Step	Action
7.	Click the <b>Drop</b> link. 



Step	Action
8.	Click the <b>Close</b> button. 
9.	Click the <b>Close</b> button. 


# CAPPS HR/PAYROLL

## EUT Course



The screenshot shows the CAPPS Training User interface. On the left is a sidebar with links: Course Catalog, My Training Records, and My Learning Plan. The main content area is titled 'This Page Lists Instructor Led Training' and lists several training sessions. Below this is a table of enrollments.

Event Type	Enrollment Event	Enrollment Name	Date Start	Date End	Status	Roster
<b>Future Enrollments</b>						
Instructor Led Training Session	CST - Finance Department	CST - Finance Department	4/3/2017 8:00 AM CDT	4/3/2017 4:00 PM CDT	Nominated	<a href="#">My Roster</a>
Instructor Led Training Session	Training Expo - Agency#	Training Expo - Agency#	4/3/2017 8:00 AM CDT	4/4/2017 5:00 PM CDT	Deleted	<a href="#">My Roster</a>
Instructor Led Training Session	CST - Human Resources Department	CST - Human Resources Department	4/5/2017 8:00 AM CDT	4/5/2017 4:00 PM CDT	Nominated	<a href="#">My Roster</a>
<b>Enrollments for which you are an admin</b>						
<b>View Past Enrollments</b>						
<b>Future Enrollments</b>						
Instructor Led Training Session	CST - Finance Department	CST - Finance Department	4/3/2017 8:00 AM CDT	4/3/2017 4:00 PM CDT		<a href="#">View Roster</a>
Instructor Led Training Session	Training Expo - Agency#	Training Expo - Agency#	4/3/2017 8:00 AM CDT	4/4/2017 5:00 PM CDT		<a href="#">View Roster</a>
Instructor Led Training Session	CST - Human Resources Department	CST - Human Resources Department	4/5/2017 8:00 AM CDT	4/5/2017 4:00 PM CDT		<a href="#">View Roster</a>
Instructor Led Training Session	CST - Training Department	CST - Training Department	4/6/2017 8:00 AM CDT	4/6/2017 4:00 PM CDT		<a href="#">View Roster</a>

Step	Action
10.	Click the <b>Home</b> link. 
11.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Taking a WBT

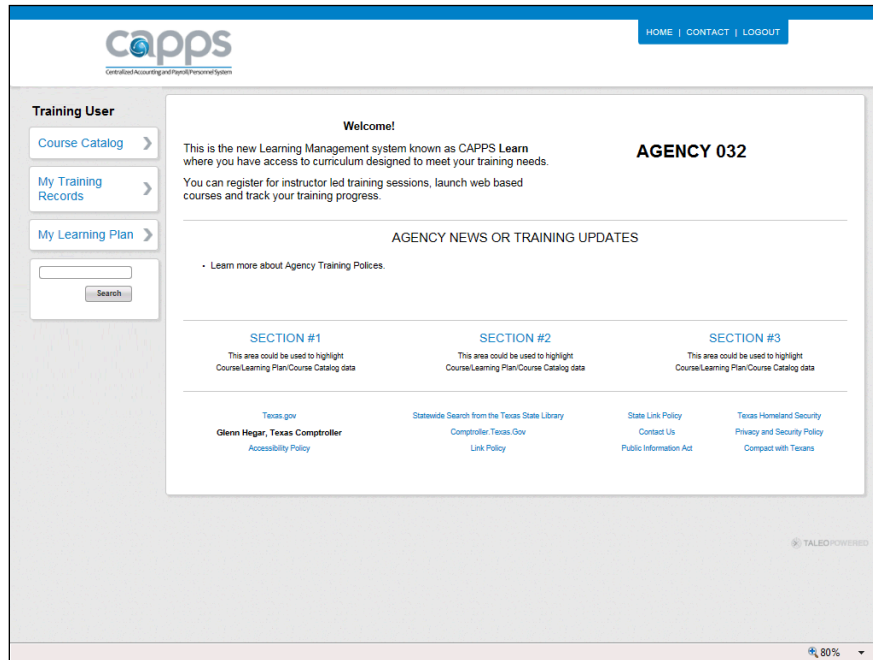
### Section 2 - Lesson 1, Exercise 4 - Taking a WBT

#### Procedure

In this lesson, you will learn how to Take a WBT.

Name of WBT: Windows 10 Course

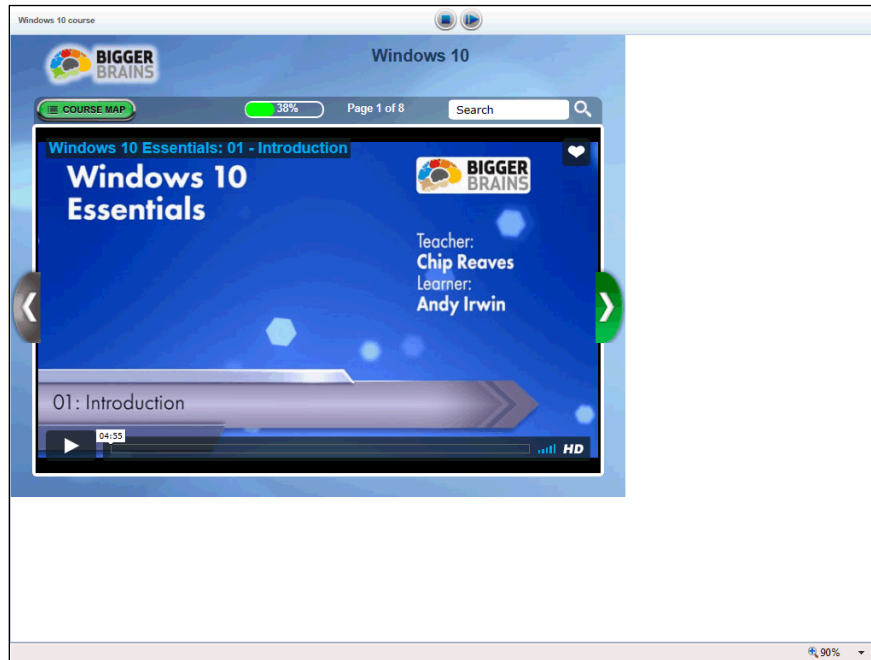








Step	Action
1.	Click the <b>Course Catalog</b> link. <a href="#">Course Catalog</a>
2.	Click the <b>WEB BASED TRAINING</b> link. <a href="#">WEB BASED TRAINING</a>
3.	Click the <b>"Click Here to launch the course"</b> link. <a href="#">Click here to launch the course</a>

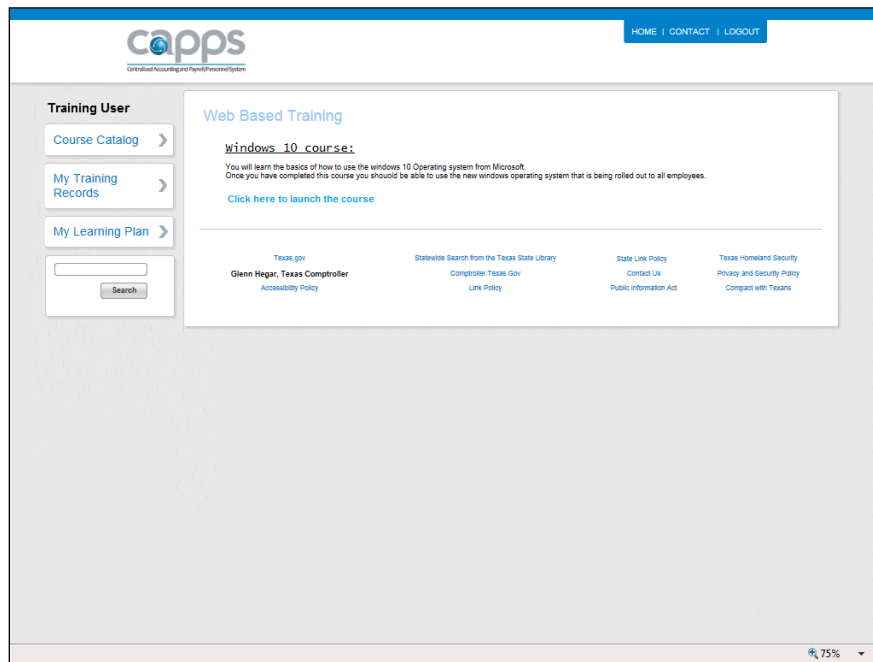
# CAPPS HR/PAYROLL

## EUT Course



Step	Action
4.	Click the <b>Next Slide</b> arrow. 
5.	Click the <b>Next Slide</b> arrow. 
6.	Click the <b>Next Slide</b> arrow. 

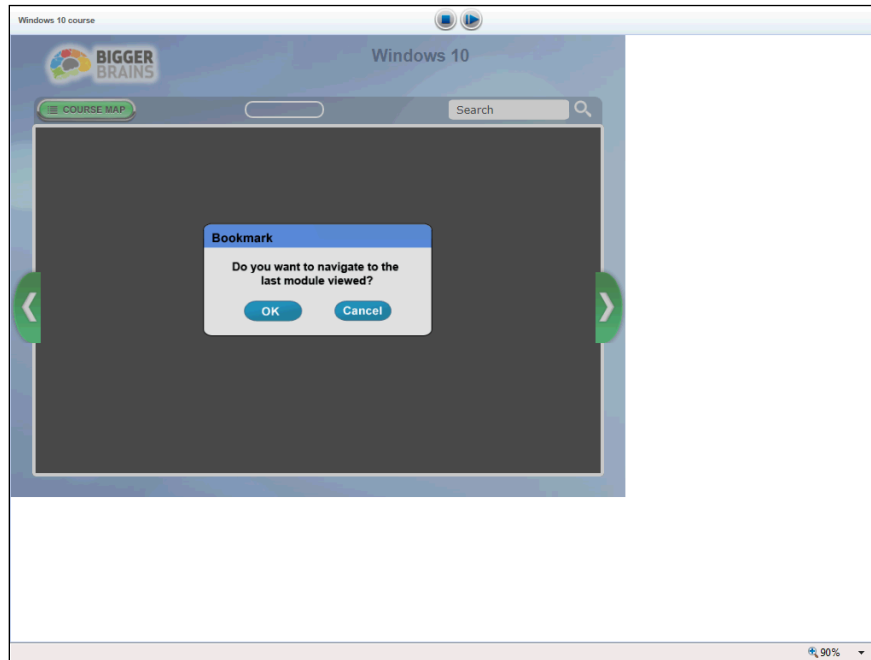
Step	Action
7.	<p>You receive a phone call and need to end this course for now.</p> <p>You will come back later and pick up where you left off.</p> <p>Click the <b>Finish</b> button.</p> 










Step	Action
8.	<p>You have finished your call and now you are able to focus and complete the course.</p> <p>Click the "<b>Click Here to launch the course</b>" link.</p> <p><a href="#">Click here to launch the course</a></p>

# CAPPS HR/PAYROLL

## EUT Course

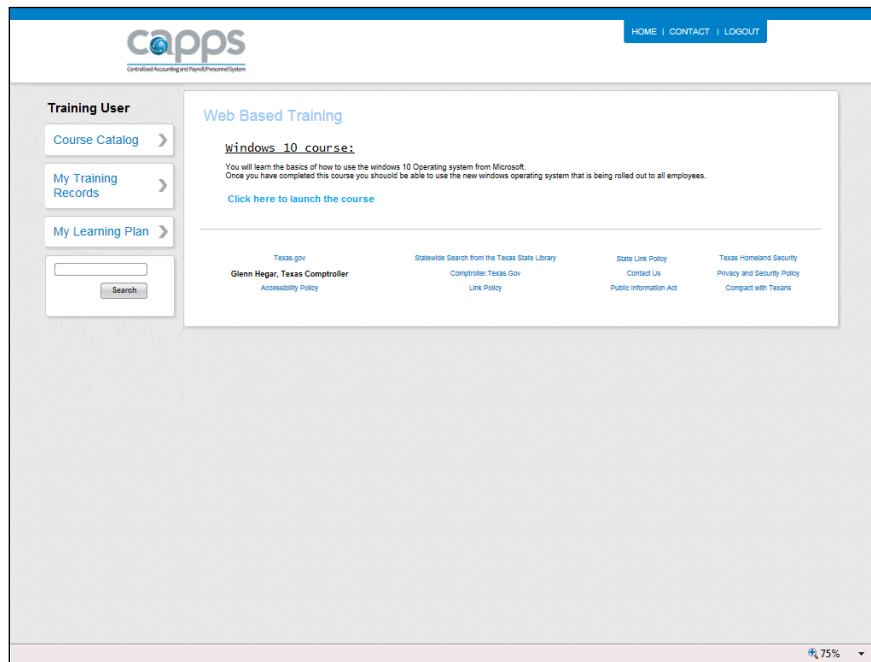



Step	Action
9.	<p>If you want to continue where you left off you will select <b>OK</b>.</p> <p>If you want to start over then you will select <b>Cancel</b>.</p> <p>In this example, you want to continue where you left off.</p> <p>Click the <b>OK</b> button.</p> 
10.	Notice that you are on <b>Page 4 of 8</b> .
11.	<p>Click the <b>Next Slide</b> arrow.</p> 
12.	<p>Click the <b>Next Slide</b> arrow.</p> 

Step	Action
13.	Click the <b>Next Slide</b> arrow. 
14.	Click the <b>Next Slide</b> arrow. 
15.	Notice that you are 100% complete and the right arrow is grayed out. Click the <b>View Course Summary</b> button. 
16.	Once you complete the course you will see this page.
17.	If you select the Course Summary button before finishing the Course, you will receive this message.  This is only to show you what the message looks like. <i>Doesn't apply to you in this example because you have finished the course.</i>
18.	Click the <b>Finish and Evaluate</b> button. 

# CAPPS HR/PAYROLL

## EUT Course



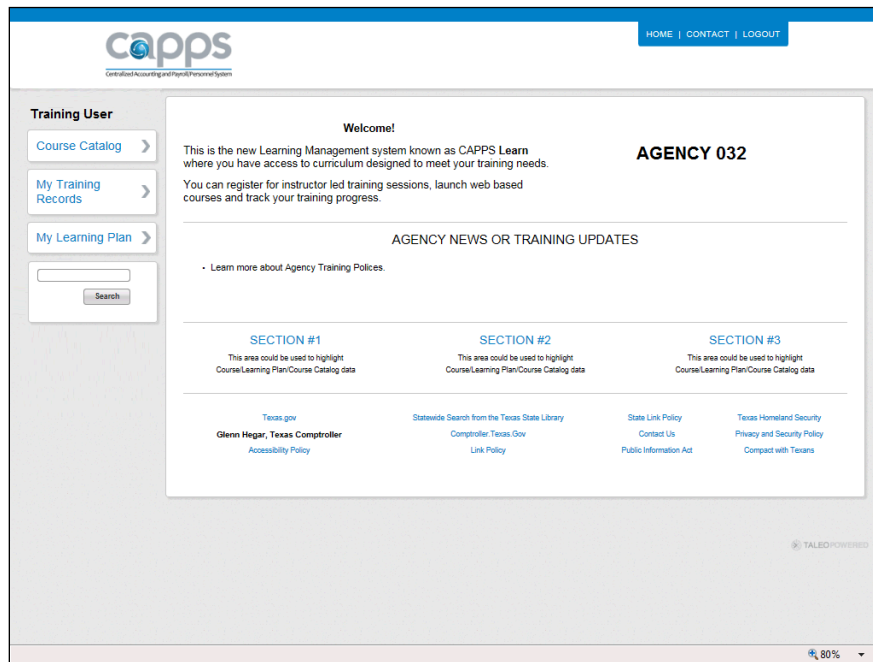
Step	Action
19.	Click the <b>Home</b> link. 
20.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Reviewing Training Records

### Section 2 - Lesson 1, Exercise 5 - **Reviewing Training Records**

#### **Procedure**

In this lesson, you will learn how to review your Training Records.



Step	Action
1.	Click the <b>My Training Records</b> link. <b>My Training Records</b>
2.	The <b>My Training Records</b> page lists your Training History.  You will find your <b>completed LearnCenter training</b> as well as your <b>courses in progress</b> .  Your <b>current enrollments</b> for training are also listed near the bottom of the page.
3.	Click the scrollbar.
4.	Click the scrollbar.
5.	Click the <b>Home</b> link. <b>HOME</b>
6.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Reviewing Learning Plans

### Section 2 - Lesson 1, Exercise 6 - Reviewing Learning Plans

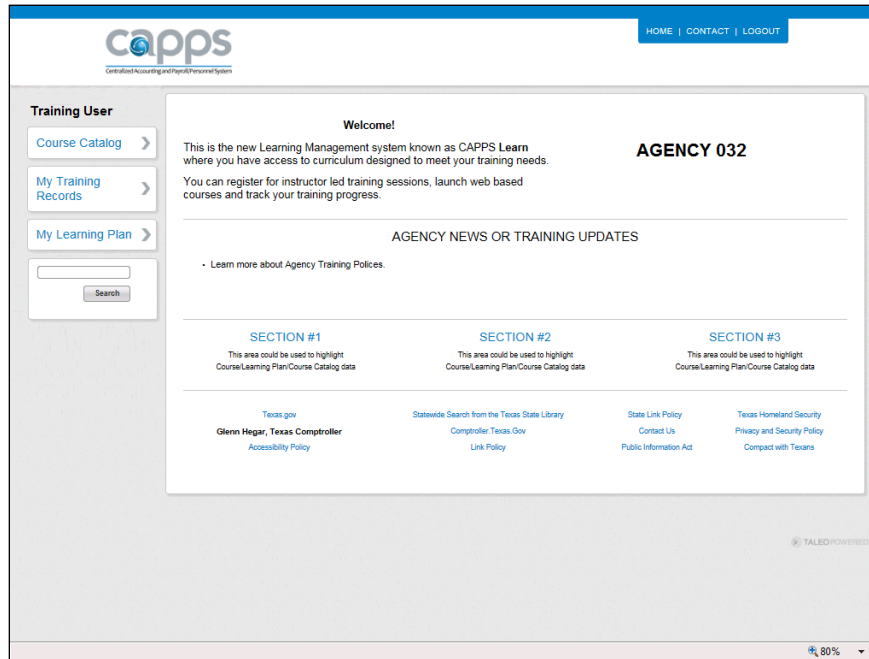
#### Procedure


# CAPPS HR/PAYROLL

## EUT Course



In this lesson, you will learn how to review your Learning Plans.



Step	Action
1.	Click the <b>My Learning Plan</b> link. <a href="#">My Learning Plan</a>
2.	If you have a Learning Plan it will be listed on this page. Click the scrollbar.
3.	If you would like to review additional details, you can use the expand button. Click the <b>Expand</b> button. 
4.	Click the <b>Show Legend</b> link. <a href="#">Show Legend</a>
5.	<b>Showing the legend</b> helps you determine what the icons represent.
6.	Click the scrollbar.
7.	Click the <b>Home</b> link. <a href="#">HOME</a>
8.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>



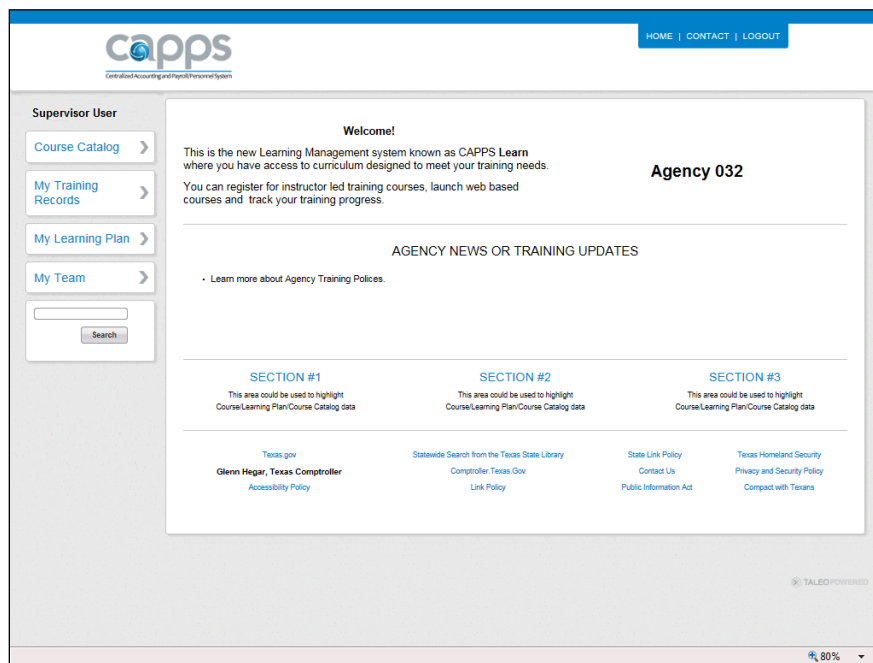
## S2L2 - Supervisors

### Reviewing My Team

#### Section 2 - Lesson 2, Exercise 1 - Reviewing My Team

##### Procedure

In this lesson, you will learn how to manage training requests and review training information for your Direct Reports.



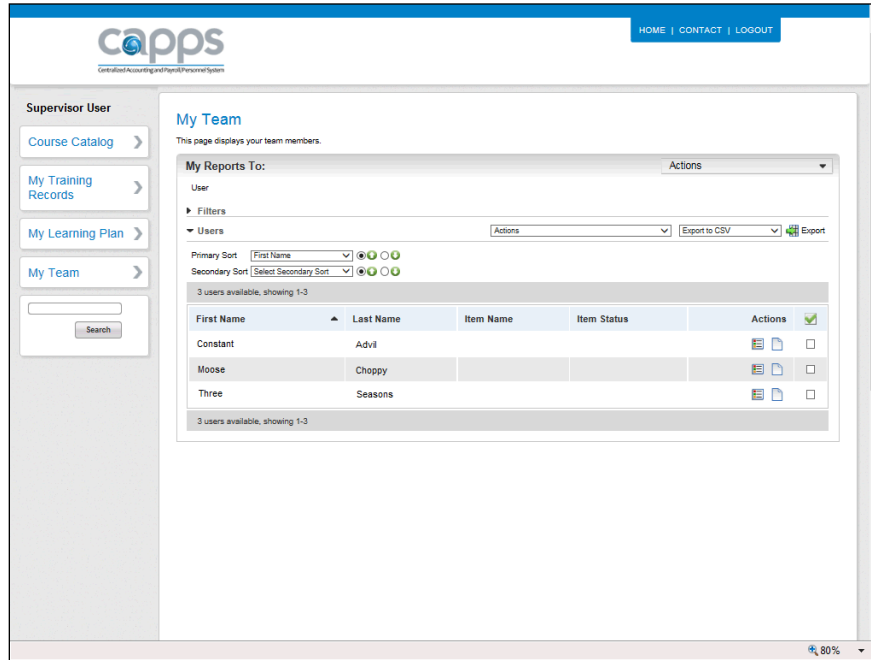
Step	Action
1.	<p><b>Reminder:</b> The My Team menu option is only available for Supervisors/Managers with direct reports.</p> <p>Click the <b>My Team</b> link.</p> <p><a href="#">My Team</a></p>
2.	There are several sections on the <b>My Team</b> page depending upon page configurations.
3.	You have three Direct Reports (Users). This information is captured from the <b>Reports To</b> structure in the CAPPS HR/Payroll system.
4.	There are two <b>Actions</b> drop-down lists on the page. They enable supervisors to perform various actions against selected users, such as manage assignments, view skills, or run reports.





# CAPPS HR/PAYROLL




## EUT Course



Step	Action
5.	This Action drop down list contains similar menus to conduct your actions.



Step	Action
6.	Click the <b>Actions</b> list item. 
7.	Click the <b>Learning Plans</b> link. 
8.	Click the scrollbar.
9.	In the <b>Learning Plans</b> section, there are eight Learning Plans that exist for your Team.
10.	Click the <b>Edit details</b> button. 
11.	Click the scrollbar.
12.	Click the <b>Enrollments</b> link. 

Step	Action
13.	The Current and Future Enrollments section displays the names of Training items, the date, and the number of your Direct Reports that are enrolled.  Next, you will select one of the courses to see who is enrolled.
14.	The <b>Flag</b> indicates that there is a nominated user for a training session. The user won't be enrolled until they are approved.  Notice the number of enrolled users.
15.	Click the <b>View Enrollment Users</b> button. 
16.	This page tells you what user has the pre-status of nominated.  Again, if you had approved this user, then the pre-status would be Approved.
17.	To go back to the User page,  Click the <b>User</b> link. 
18.	Click the scrollbar.
19.	Click the <b>Home</b> link. 
20.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Enrolling/Approving a Direct Report via My Team

### Section 2 - Lesson 2, Exercise 2 - Enrolling/Approving a Direct Report via My Team

#### Procedure

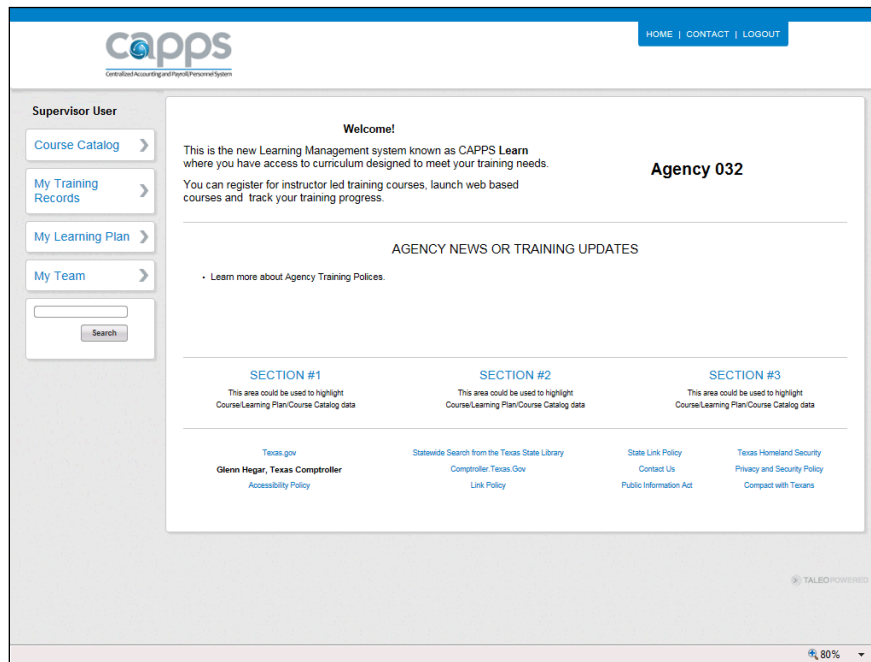
In this lesson, you will learn how to enroll a direct report into a training session and change their pre-status from Nominated to Approved.






Name: Moose Choppy

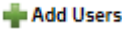
ILT: CST - Finance Department on 5/3/17

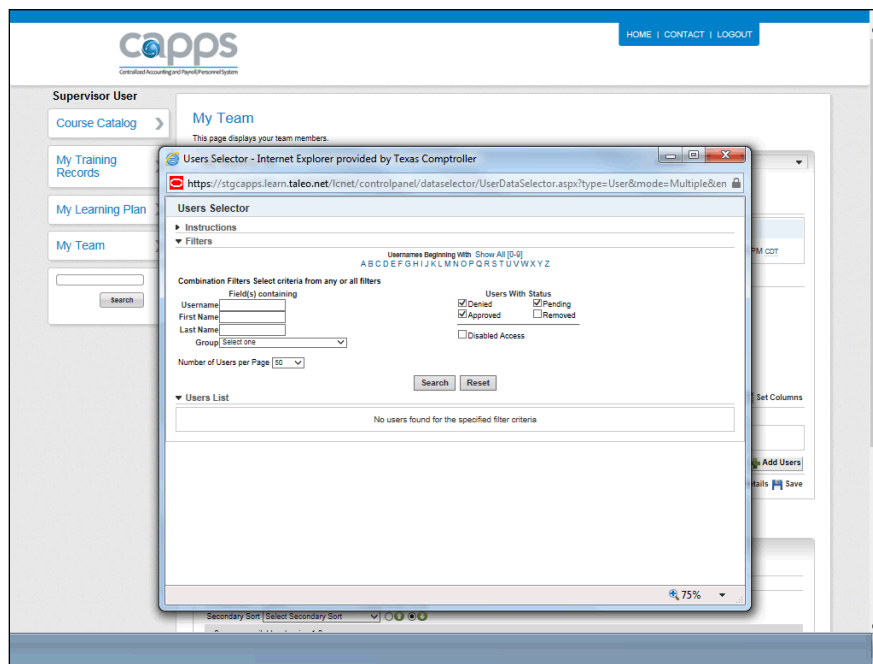
# CAPPS HR/PAYROLL

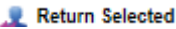
## EUT Course



Step	Action
1.	Click the <b>My Team</b> link. 
2.	Click the <b>Actions</b> list item. 
3.	Click the <b>Enrollments</b> link. 
4.	Review the <b>Current and Future Enrollments</b> section. You will enroll one of your direct reports in the CST - Finance Department ILT that is scheduled on May 3, 2017.
5.	Click the scrollbar. 
6.	Click the <b>View Enrollment Users</b> button. 

Step	Action
7.	<p>There are currently 0 of your direct reports in this ILT.</p> <p>You will add one of your direct reports to this ILT.</p> <p>Click the <b>Add Users</b> button.</p> <p></p>





Step	Action
8.	<p>You will search for the user in order to select them for the training.</p> <p>Enter the desired information into the <b>First Name</b> field. Enter "<b>choppy</b>".</p> <p><b>First Name</b> <input type="text"/></p>
9.	<p>Click the <b>Search</b> button.</p> <p><input type="button" value="Search"/></p>
10.	<p>Click the <b>Selection</b> option.</p> <p><input type="checkbox"/></p>
11.	<p>Click the <b>Return Selected</b> link.</p> <p></p>


# CAPPS HR/PAYROLL

## EUT Course



Step	Action
12.	<p>This user is <b>Nominated</b> for the ILT.</p> <p>Depending on the configuration, once you add a user to an ILT the Pre-Status would be Approved instead of Nominated.</p>

Step	Action
13.	<p>Click the <b>Save</b> link.</p> <p> Save</p>
14.	<p>Once you Save, the <b>Pre-Status</b> drop down menu will be displayed.</p> <p>You will change the Pre-Status from Nominated to Approved.</p> <p>Click the <b>Pre-Status</b> list.</p> <p>Nominated ▼</p>
15.	<p>Click the <b>Approved</b> list item.</p> <p>Approved  </p>
16.	<p>Click the <b>Save</b> link.</p> <p> Save</p>
17.	<p>The <b>Pre-Status</b> is now Approved.</p>

Step	Action
18.	Click the <b>Home</b> link. 
19.	Congratulations! You have successfully completed this lesson. <b>End of Procedure.</b>

## Approving Training Request via Email

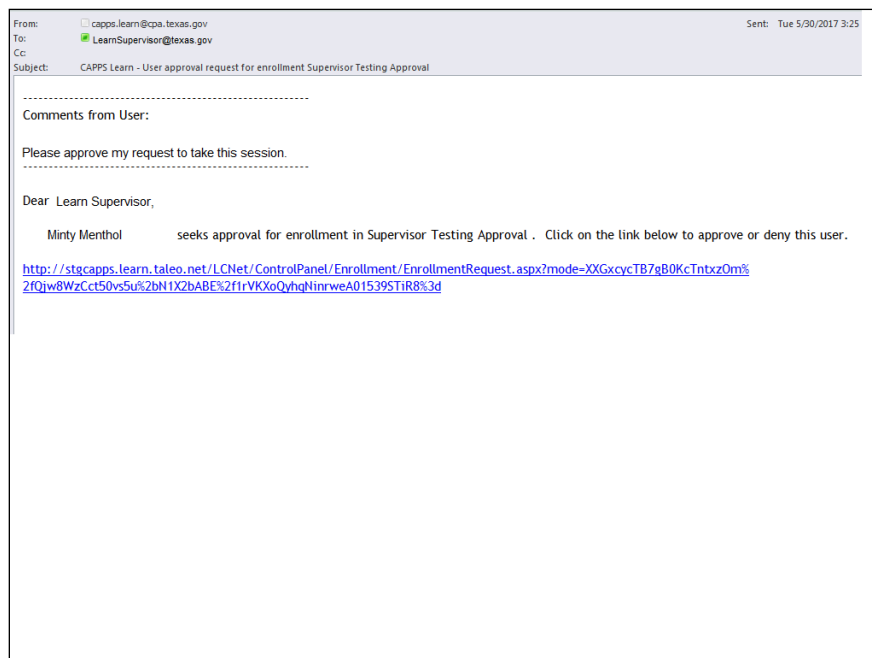
### Section 2 - Lesson 2, Exercise 3 - Approving a Training Request via Email

#### Procedure

In this lesson, you will learn how to approve a training request using the CAPPS Learn link within the request approval email notification.

Name: Moose Choppy  
ILT: Supervisor Testing Approval

Step	Action
1.	You will receive an email when a user has requested supervisor approval for an ILT. (This option is available depending upon system configuration).



# CAPPS HR/PAYROLL

## EUT Course



Step	Action
2.	In order to approve or deny the request you will select the <b>Enrollment Request link</b> that will take you into CAPPS Learn.  Click the <b>Enrollment Request link</b> .
3.	The ILT details are shown on this page with the option to Approve or Deny the training request.

User Enrollment Request

Click Approve or Deny and wait for page to refresh

Approve

Deny

User

First Name

Misty

Last Name

Menthol

Username

DEMOUSER7

Current Status

Nominated

Event Information

Event Type

ILT Session

Name

Supervisor Testing Approval

Description

Supervisor Testing Approval

Start Date

4/12/2017 12:00 PM CDT

End Date

4/12/2017 2:00 PM CDT

Registration Information

Name

Supervisor Testing Approval

Description

Enrollment Opens

4/12/2017 6:00 AM CDT

Enrollment Closes

7/19/2017 6:00 PM CDT

Minimum Seats

1

Maximum Seats

30

Seats Remaining


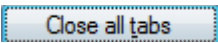
29

Admin Contacts

	Username	Last Name	First Name
1	00T10010734	Advil	Constante

Step	Action
4.	Click the <b>Approve</b> button.  <div>Approve</div>



Step	Action
5.	Click the <b>Close</b> button. 
6.	Click the <b>Close all tabs</b> button. 
7.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Denying Training Request via My Team

### Section 2 - Lesson 2, Exercise 4 - Denying Training Request via My Team

#### Procedure

In this lesson, you will learn how to Deny a Training Request for a Direct Report.









Name: Folgers Coffee  
ILT: CST Human Resources

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
1.	Click the <b>My Team</b> link. <b>My Team</b>

Step	Action
2.	Click the <b>Actions</b> list item. 
3.	Click the <b>Enrollments</b> link. 
4.	Click the scrollbar.
5.	You will review the enrollment for the CST- Human Resources Department ILT scheduled on May 4, 2017.
6.	Click the scrollbar. 
7.	Click the <b>View Enrollment Users</b> button. 
8.	This Direct Report has other obligations on this day so you will deny the training request.  Click the <b>Pre-Status</b> list. 
9.	Click the <b>Denied</b> list item. 
10.	Click the <b>Save</b> link. 
11.	Click the scrollbar.
12.	Click the <b>Home</b> link. 
13.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Waiting List Training Request

### Section 2 - Lesson 2, Exercise 5 - Waitlisting Training Request

#### Procedure

In this lesson, you will learn how to change the pre-status of a training request for your direct report to be on the Waiting List, due to the session being full.

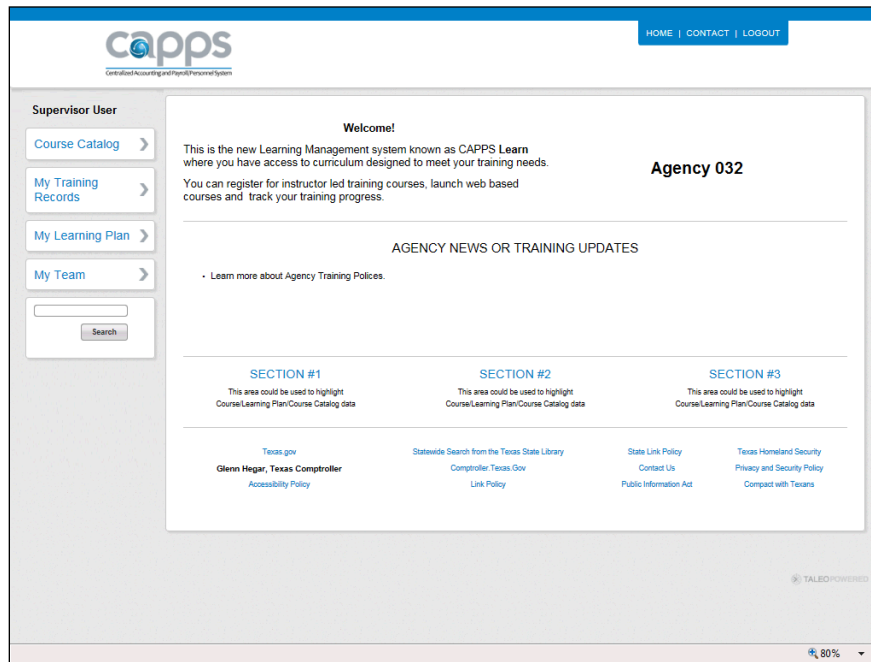
Name: Constant Advil

# CAPPS HR/PAYROLL





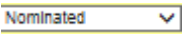
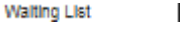

## *EUT Course*



ILT: CST Training Department



Step	Action
1.	Click the <b>My Team</b> link. <a href="#">My Team</a>

Step	Action
2.	Click the <b>Actions</b> list item. 
3.	Click the <b>Enrollments</b> link. 
4.	You will be waitlisting one of your direct reports for the CST Training due to it being full. Click the scrollbar. 
5.	Click the <b>View Enrollment Users</b> button. 
6.	Click the <b>Pre-Status</b> list. 
7.	Click the <b>Waiting List</b> list item. 
8.	Click the <b>Save</b> button. 

# CAPPS HR/PAYROLL

## EUT Course



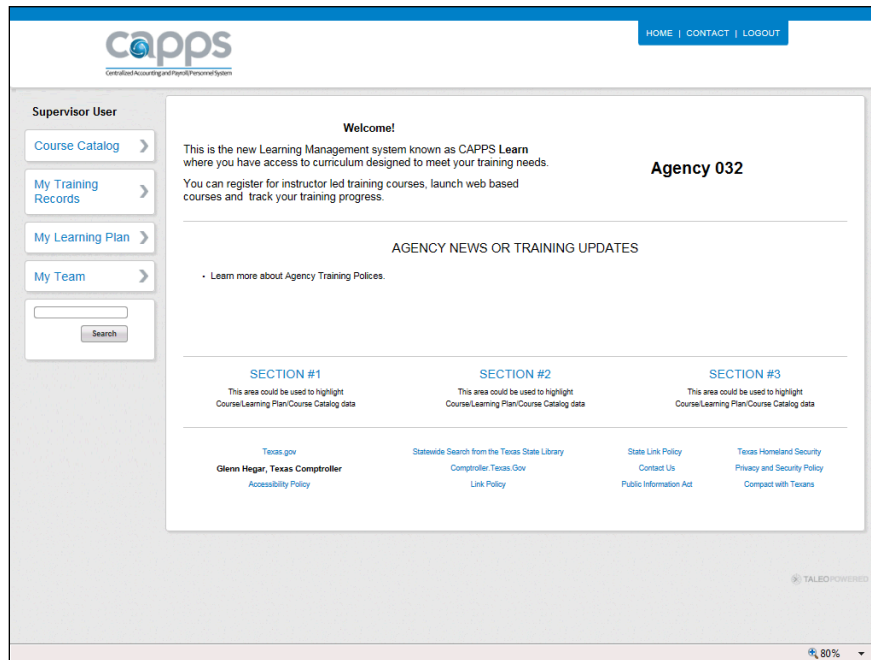
Step	Action
9.	Click the <b>Home</b> link. <b>HOME</b>
10.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Running Reports

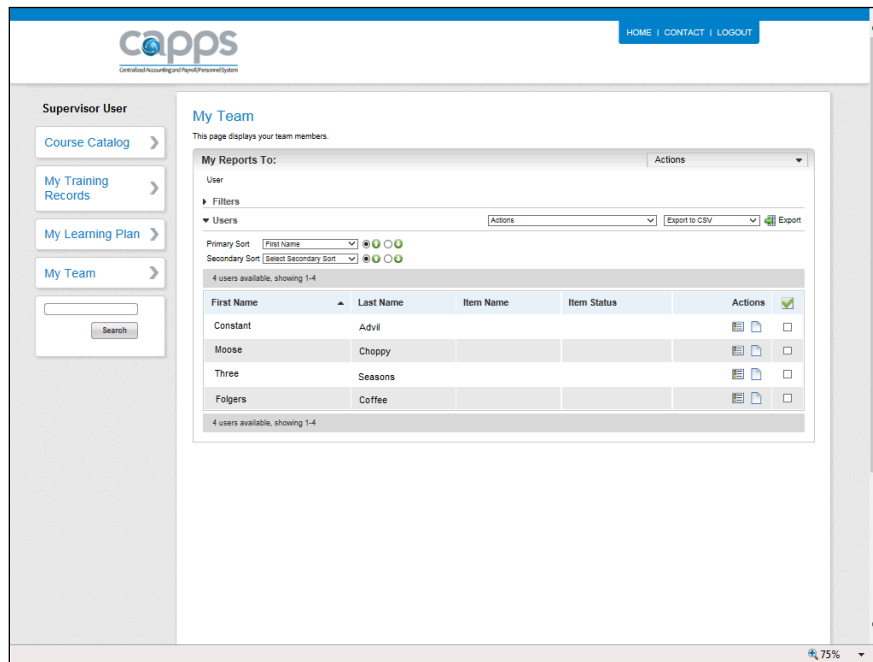
### Section 2 - Lesson 2, Exercise 6 - **Running Reports**






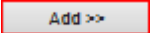
#### Procedure

In this lesson, you will learn how to run an Enrollment Report.



Step	Action
1.	Click the <b>My Team</b> link. <b>My Team</b>




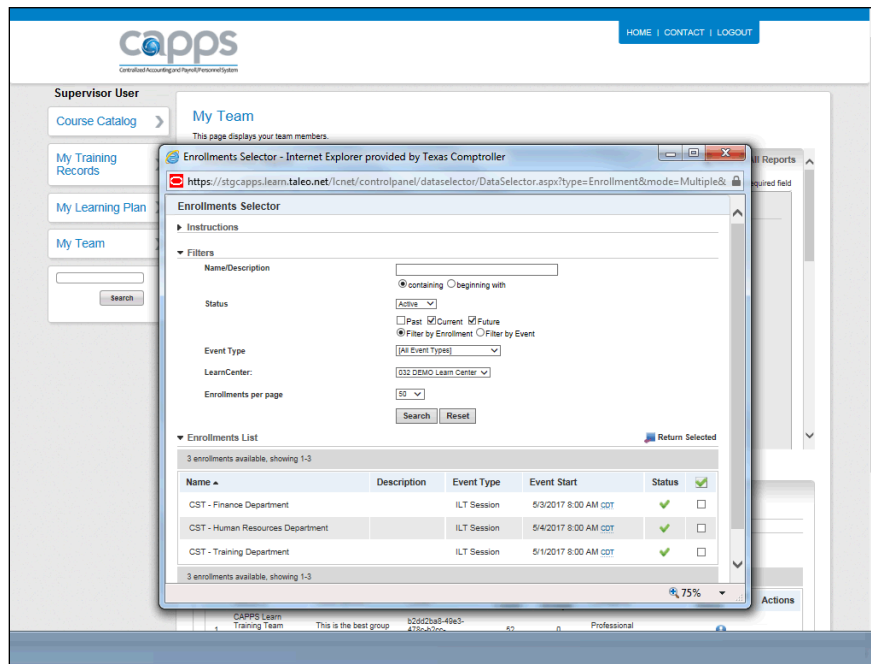
Step	Action
2.	Click the <b>Actions</b> list item. 
3.	Click the <b>BI Reporting</b> link. 
4.	Click the <b>Enrollment Report</b> link. 
5.	Click the <b>Next</b> button. 
6.	You are on the Parameters page and you will need to determine which parameters should be used in order to retrieve information on the report.
7.	You will need add items that should be used for the report criteria. In this example, your Learn Center is Agency - home/032.  Click the <b>home/032</b> list item. 
8.	Click the <b>Add &gt;&gt;</b> button. 





# CAPPS HR/PAYROLL

## EUT Course

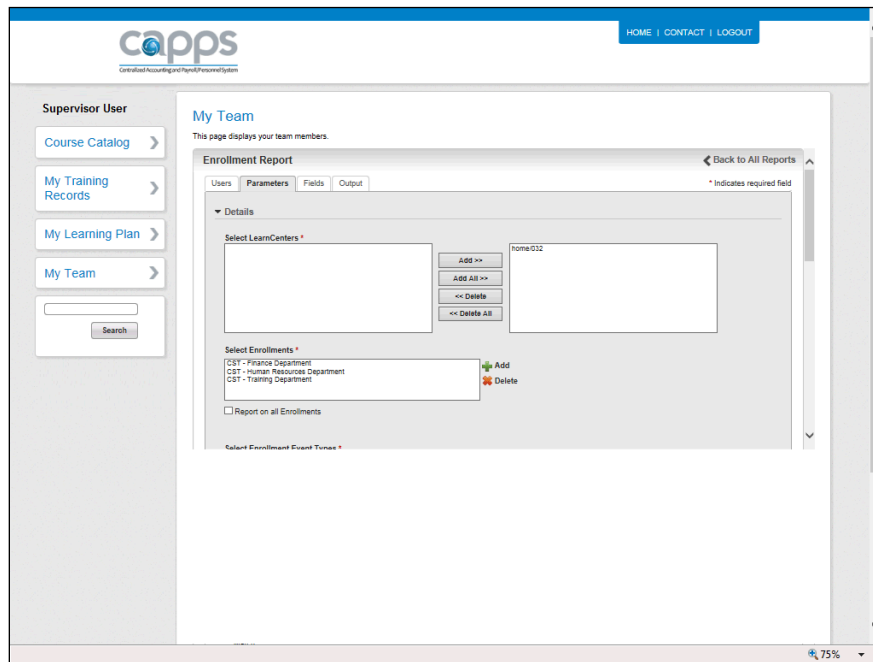


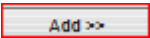
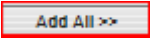
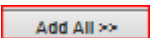
Step	Action
9.	<p>You will add the specific Session enrollments.</p> <p>You are going to select the CST courses for Finance, HR, and the Training Dept.</p> <p>Click the <b>Add</b> link.</p> <p></p>



Step	Action
10.	<p>Click the <b>CST - Finance Dept</b> option.</p> <p></p>
11.	<p>Click the <b>CST - Human Resources Dept</b> option.</p> <p></p>
12.	<p>Click the <b>CST - Training Dept</b> option.</p> <p></p>
13.	<p>Click the <b>Return Selected</b> link.</p> <p></p>



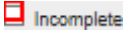


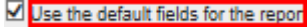

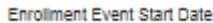
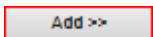


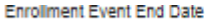
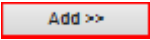



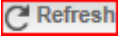

Step	Action
14.	Click the scrollbar.
15.	Click the <b>ILT Session</b> list item.   ILT Session
16.	Click the <b>Add &gt;&gt;</b> button. 
17.	You can add specific Pre-Statuses, but in this example you will select <b>Add All</b> . Click the <b>Add All &gt;&gt;</b> button. 
18.	Click the scrollbar.
19.	You can add specific Post-Statuses, in this example we will select <b>Add All</b> . Click the <b>Add All &gt;&gt;</b> button. 
20.	On this report, you are interested in seeing all of the available <b>Completion Statuses</b> . Click the <b>Completed</b> option. <input type="checkbox"/> <b>Completed</b>

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
21.	Click the <b>Incomplete</b> option. 
22.	Click the <b>Not Attempted</b> option. 
23.	If you want to include date ranges, be mindful of the selections here.  If the Completed Date Range is used, this means that the training would have to have happened already (completed) for the information to be retrieved.  In this example, you will leave the dates blank.
24.	Click the scrollbar.
25.	Click the <b>Next</b> button. 
26.	Click the scrollbar.
27.	Now you are on the Fields page. The fields on the page are grayed out because the "Use default fields..." checkbox is selected and will populate the information as indicated on this page.  You would like to add some additional fields to this report.  Click the <b>Use the default fields for the report</b> option. 
28.	For this example, you don't want to include all of the defaults.  Scroll the <b>Default Fields</b> section to find the event Start and End dates.  Click the scrollbar. 
29.	Click the <b>Enrollment Event Start Date</b> list item. 
30.	Click the <b>Add &gt;&gt;</b> button. 

Step	Action
31.	Click the <b>Enrollment Event End Date</b> list item. 
32.	Click the <b>Add &gt;&gt;</b> button. 
33.	Click the scrollbar.
34.	You must name this <b>Custom Report</b> .  Enter the desired information into the <b>Custom Report Name *</b> field. Enter <b>"Enrollment_Test"</b> . 
35.	Click the <b>Next</b> button. 
36.	The Output Format can be changed to CSV if, applicable.  For this example, you will leave the Output Format as <b>PDF</b> .
37.	You can request an email to be sent when the report is complete and include a link by checking the Include link to the report checkbox.  We will leave the default.
38.	Click the <b>Build Report</b> button. 
39.	The report is running and is <b>In Progress</b> .  You will need to select the Refresh button to update the status.
40.	Click the <b>Refresh</b> button. 
41.	The date and time of the last run of this report is now posted.  To review the report,  Click the <b>4/25/2017 11:09 AM CDT</b> link. 

# CAPPS HR/PAYROLL

## EUT Course



**Supervisor User**

Course Catalog >

My Training Records >

My Learning Plan >

My Team >

Search

**My Team**

This page displays your team members.

**BI Reporting**

User > BI Reporting

Find  Search

Refresh

**NARROW RESULTS**

**TYPE**

☐ Custom

☐ Standard

**SHOW**

☐ Completed

☐ Error Occurred

☐ In Progress

☐ Scheduled

**FOLDERS**

☐ My Reports

☐ Advanced Learning

☐ Assessments/Surveys

☐ Assignments

☐ Courses/Classes

NAME	LAST RUN	FOLDER	STATUS	ACTIONS
Course Report	4/25/2017 8:54 AM CDT	Courses/Classes		<input checked="" type="checkbox"/>
Course Summary Report		Courses/Classes		<input checked="" type="checkbox"/>
Enrollment Report		Enrollments		<input checked="" type="checkbox"/>
Enrollment_Test	4/25/2017 11:09 AM CDT	My Reports		<input checked="" type="checkbox"/>
External Training Report		External Training		<input checked="" type="checkbox"/>
Oracle Learning Plan Progress Report	4/21/2017 10:40 AM CDT	Advanced Learning		<input checked="" type="checkbox"/>
Oracle Learning Plan Status Report		Advanced Learning		<input checked="" type="checkbox"/>
Oracle Skill Progress Report		Advanced Learning		<input checked="" type="checkbox"/>
Oracle Skill Summary Report		Advanced Learning		<input checked="" type="checkbox"/>

Do you want to open or save Enrollment\_Test-201704251109.pdf (4.20 KB) from stgcapps.learn.taleo.net?

Open Save Cancel

75%

Step	Action
42.	<p>You can Open and/or Save this report to your computer.</p> <p>Click the <b>Open</b> button.</p> <p><b>Open</b></p>

Enrollment\_Test-201704251109.pdf - Adobe Reader


File Edit View Window Help

1 / 1 47% Fill & Sign Comment

**Enrollment\_Test**

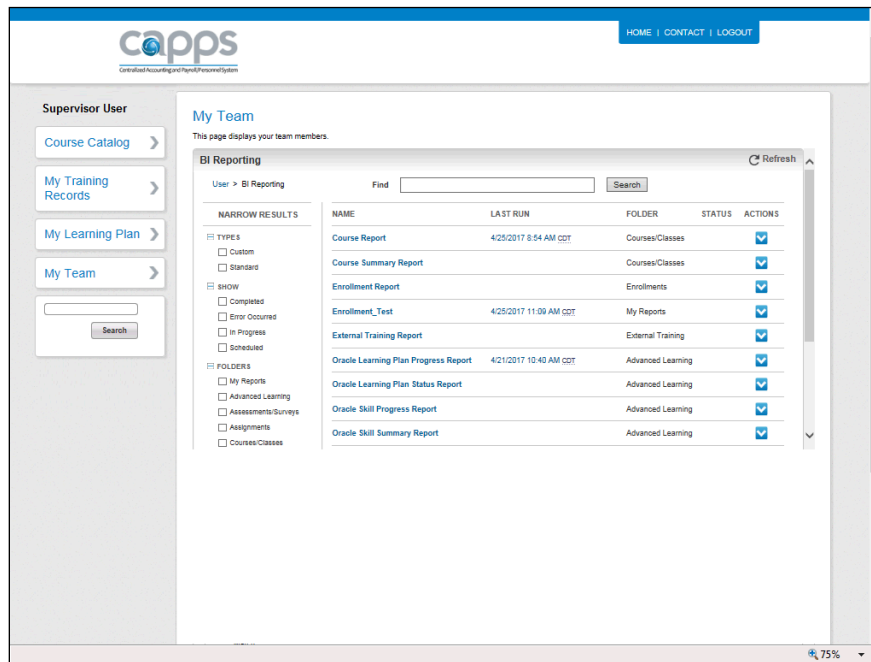
Print Date: 4/25/2017 11:09 AM EDT


Enrollment Name	Username	First Name	Last Name	Enrollment Enrolled Date	Enrollment Event Type	Enrollment Event Name	Enrollment Pre-Status	Enrollment Post-Status	Enrollment Event Start Date	Enrollment Event End Date
CST - Finance Department	DEMOUSER1	Moose	Choppy		LT Session	CST - Finance Department	Approved	Completed		
CST - Human Resources Department	0011010734	Folgers	Coffee		LT Session	CST - Human Resources Department	Denied	Not Attempted		
CST - Human Resources Department	DEMOUSER6	Constant	Adyil		LT Session	CST - Human Resources Department	User Dropped	Not Attempted		
CST - Training Department	DEMOUSER1	Moose	Choppy		LT Session	CST - Training Department	Approved	Completed		
CST - Training Department	DEMOUSER4	Constant	Adyil		LT Session	CST - Training Department	Approved	Completed		
CST - Training Department	DEMOUSER3	Three	Seasons		LT Session	CST - Training Department	User Dropped	Not Attempted		
CST - Training Department	0011010734	Folgers	Coffee		LT Session	CST - Training Department	Approval Cancelled	Not Attempted		

Step	Action
43.	<p>The results are listed.</p> <p>Please note: In the live environment, you will see information in the date fields.</p> <p>Click the <b>Enrollment_Test-201704251109.pdf - Adobe Reader</b>.</p> 

# CAPPS HR/PAYROLL

## EUT Course



Step	Action
44.	Click the <b>Home</b> link. 
45.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## S2L3 - Instructors

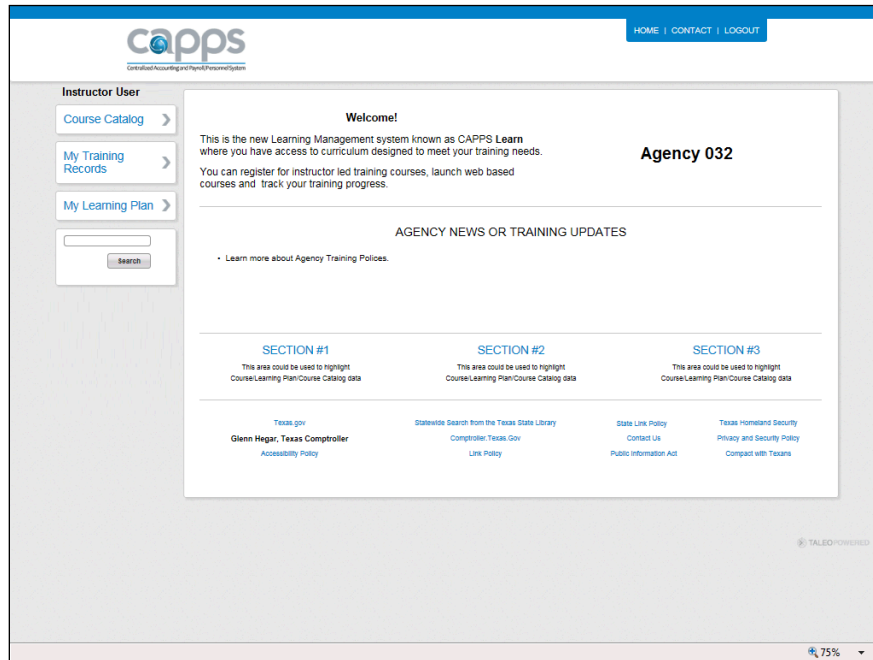
### Processing Enrollments

#### Section 2 - Lesson 3, Exercise 1 - Processing Enrollments

##### Procedure

In this lesson, you will learn how to process enrollments for the CST - Training.

- 1) Change the Post-Status for a User from Completed to No Show
- 2) Change the Post-Status for a User from Completed to Incomplete




Step	Action
1.	Click the <b>Course Catalogs</b> link. <a href="#">Course Catalog</a>
2.	Click the <b>INSTRUCTOR LED TRAINING</b> link. <a href="#">INSTRUCTOR LED TRAINING</a>
3.	You will scroll down to the <b>Instructor Portal</b> section of this page. Click the scrollbar.
4.	<b>NOTE:</b> This is not a true Portal page. It is a section within a page and your agency may label it differently.
5.	Note there are sections within the Instructor Portal. 1) Your Enrollments and 2) Enrollments where you are the Instructor
6.	Click the scrollbar.
7.	You will change the <b>Post-Status</b> for a user that did not show up to the <b>Test for Instructor ILT</b> .
8.	Click the <b>Test for Instructor</b> link. <a href="#">Test for Instructor</a>

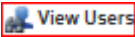
# CAPPS HR/PAYROLL

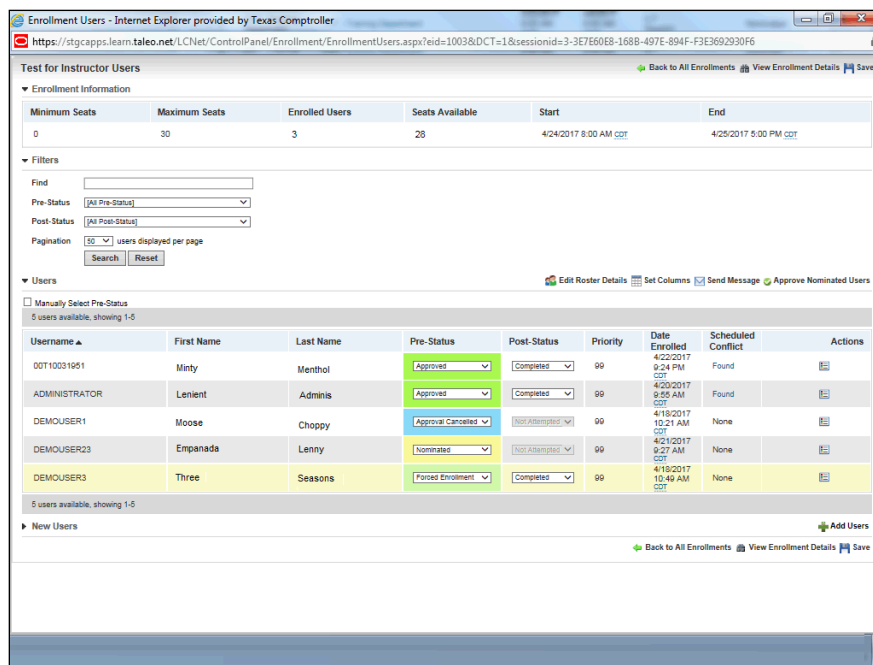
## EUT Course



Step	Action
9.	Click the <b>Maximize/Restore</b> button. 



Step	Action
10.	Click the <b>View Users</b> link. 
11.	Lenient Adminis did not attend the ILT and did not cancel.  Therefore you will change the Post-Status from Completed to No Show.



Enrollment Users - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/LCNet/ControlPanel/Enrollment/EnrollmentUsers.aspx?eid=1003&DCT=1&sessionid=3-3E7E60E8-168B-497E-894F-F3E3692930F6

Test for Instructor Users

Back to All Enrollments View Enrollment Details Save

Enrollment Information

Minimum Seats	Maximum Seats	Enrolled Users	Seats Available	Start	End
0	30	3	28	4/24/2017 8:00 AM CDT	4/25/2017 5:00 PM CDT

Filters

Find:

Pre-Status:

Post-Status:

Pagination:  users displayed per page






Search Reset

Users

Edit Roster Details Set Columns Send Message Approve Nominated Users

Manually Select Pre-Status

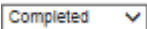

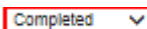
5 users available, showing 1-5

Username	First Name	Last Name	Pre-Status	Post-Status	Priority	Date Enrolled	Scheduled Conflict	Actions
00T10031951	Minty	Menthol	Approved	Completed	99	4/22/2017 9:24 PM CDT	Found	
ADMINISTRATOR	Lenient	Adminis	Approved	Completed	99	4/22/2017 9:55 AM CDT	Found	
DEMOUSER1	Moose	Choppy	Approval Cancelled	Not Attempted	99	4/18/2017 10:21 AM CDT	None	
DEMOUSER23	Empanada	Lenny	Nominated	Not Attempted	99	4/21/2017 9:27 AM CDT	None	
DEMOUSER3	Three	Seasons	Forced Enrollment	Completed	99	4/18/2017 10:49 AM CDT	None	

5 users available, showing 1-5

New Users Add Users

Back to All Enrollments View Enrollment Details Save

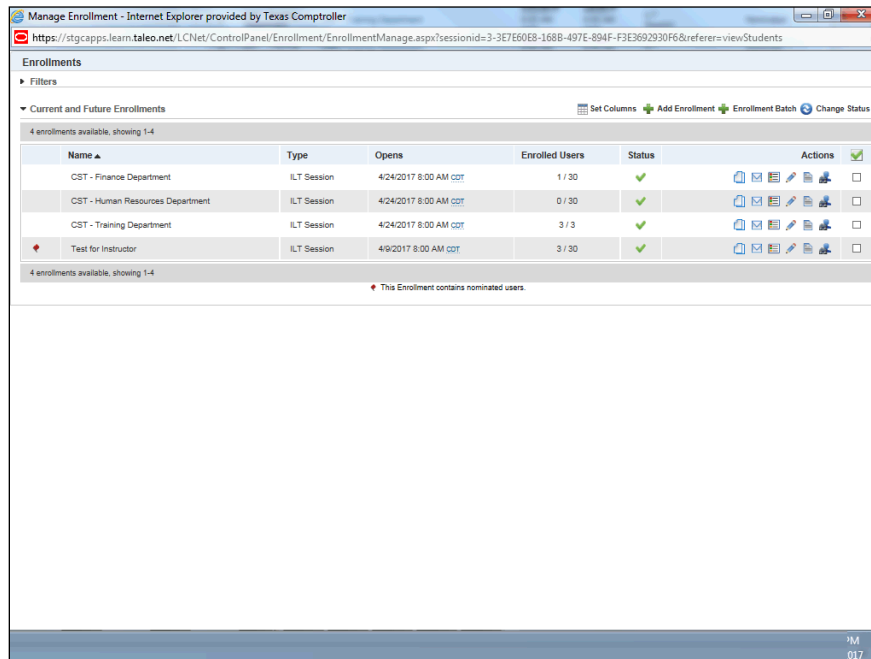
Step	Action
12.	Click the <b>Post-Status</b> list. 
13.	Click the <b>No Show</b> list item. 
14.	Three Seasons is a user that attended class but left a few hours early.  You will change their status from Completed to Incomplete.
15.	Click the <b>Post-Status</b> list. 

# CAPPS HR/PAYROLL

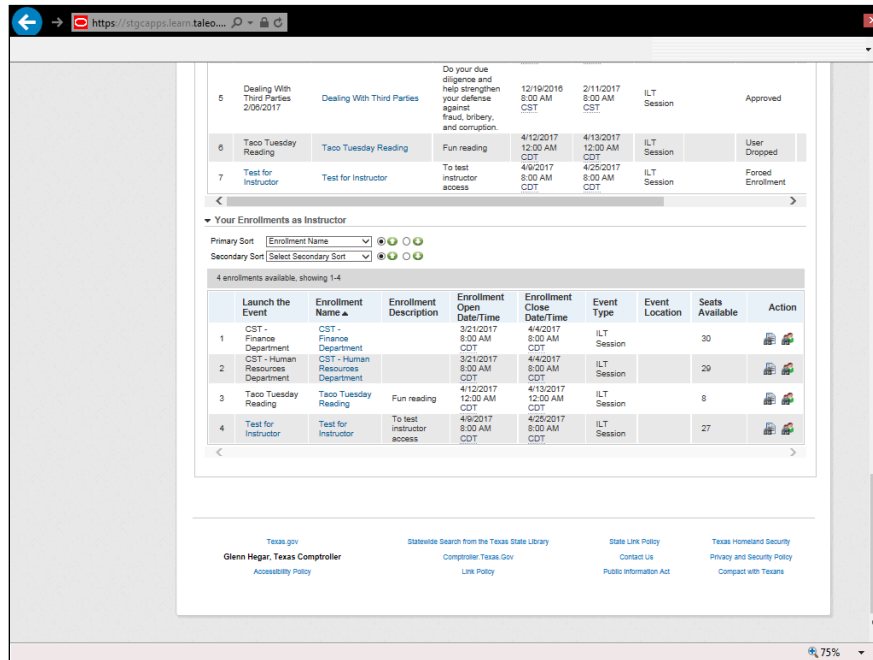
## EUT Course





Step	Action
16.	Click the <b>Incomplete</b> list item. 
17.	Click the <b>Save</b> link. 
18.	Click the <b>Back to All Enrollments</b> link. 



Step	Action
19.	Click the <b>Close</b> button. 



Step	Action
20.	Click the <b>Close</b> button. 
21.	Click the <b>Home</b> link. 
22.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

## Viewing Schedules

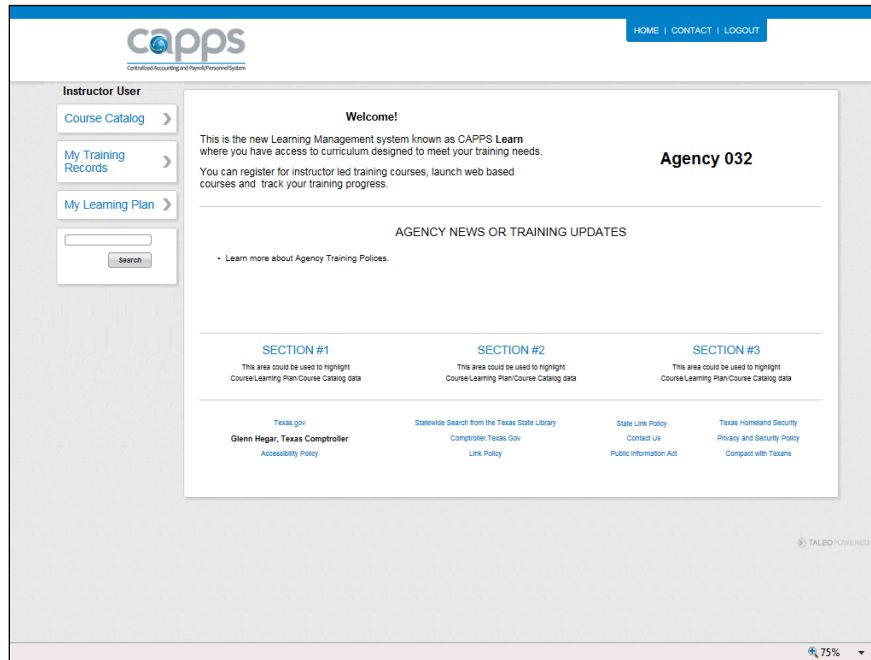
### Section 2 - Lesson 3, Exercise 2 - **Viewing Schedules**

#### **Procedure**

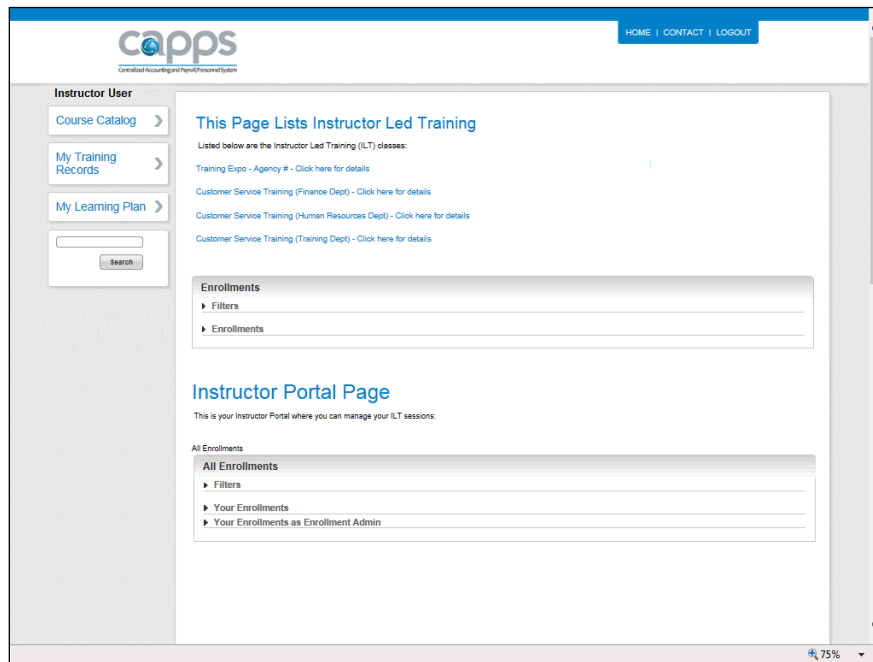
In this lesson, you will learn how to view your schedule using the Training Calendar.


# CAPPS HR/PAYROLL

## EUT Course



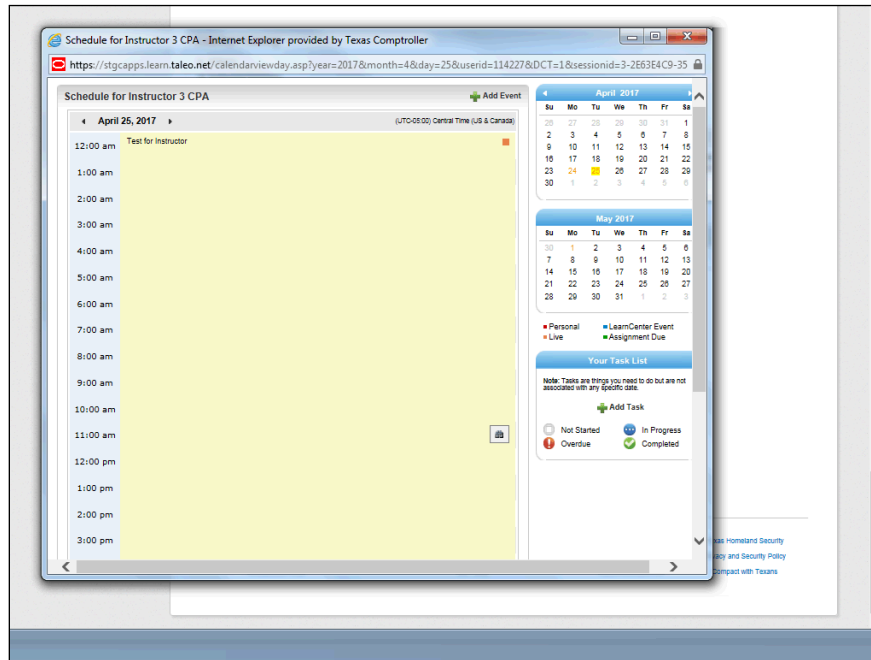
Step	Action
1.	Click the <b>Course Catalog</b> link. <a href="#">Course Catalog</a>
2.	Click the <b>INSTRUCTOR LED TRAINING</b> link. <a href="#">INSTRUCTOR LED TRAINING</a>




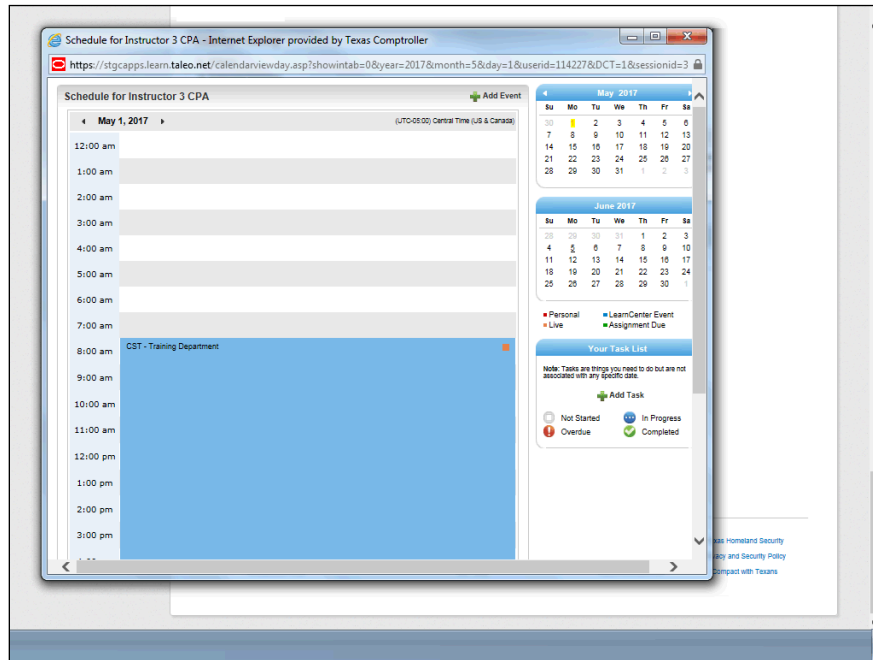
Step	Action
3.	The <b>Training Calendar</b> is located at the very bottom of the Instructor Led Training page.  Click the scrollbar.
4.	You are able to view and edit your schedule using the Training Calendar.  Click the <b>25th</b> link. 
5.	There is a Test for Instructor ILT scheduled all day on April 25th.


# CAPPS HR/PAYROLL

## EUT Course



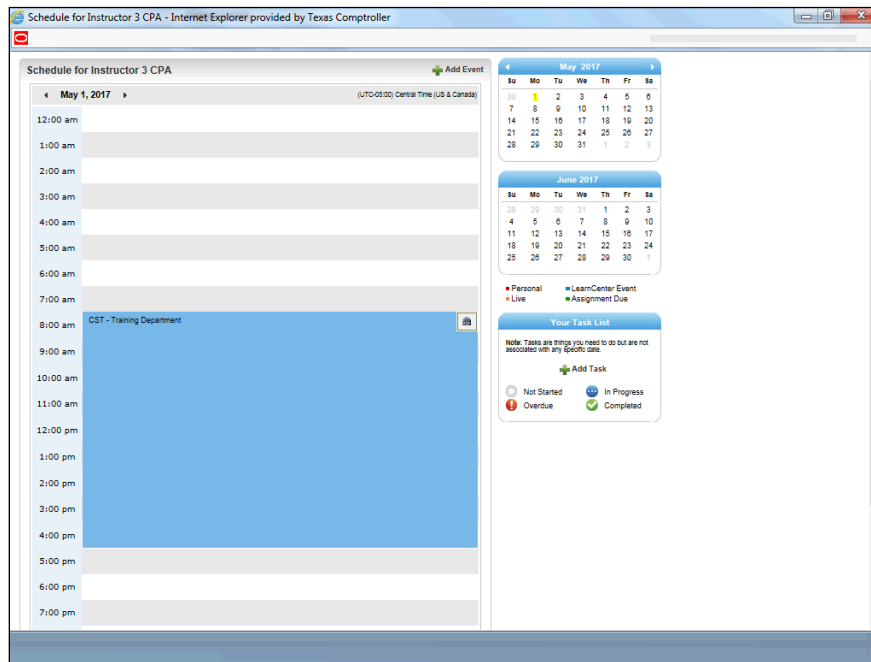
Step	Action
6.	Go to the May 2017 calendar  Click the <b>1st</b> link.  





Step	Action
7.	Click the <b>Maximize/Restore</b> button. 
8.	There is a CST - Training scheduled from 8-5pm where you are either an attendee or the instructor.
9.	This little colored box turns into binoculars when you place your cursor over it and you can review additional details about the training noted.

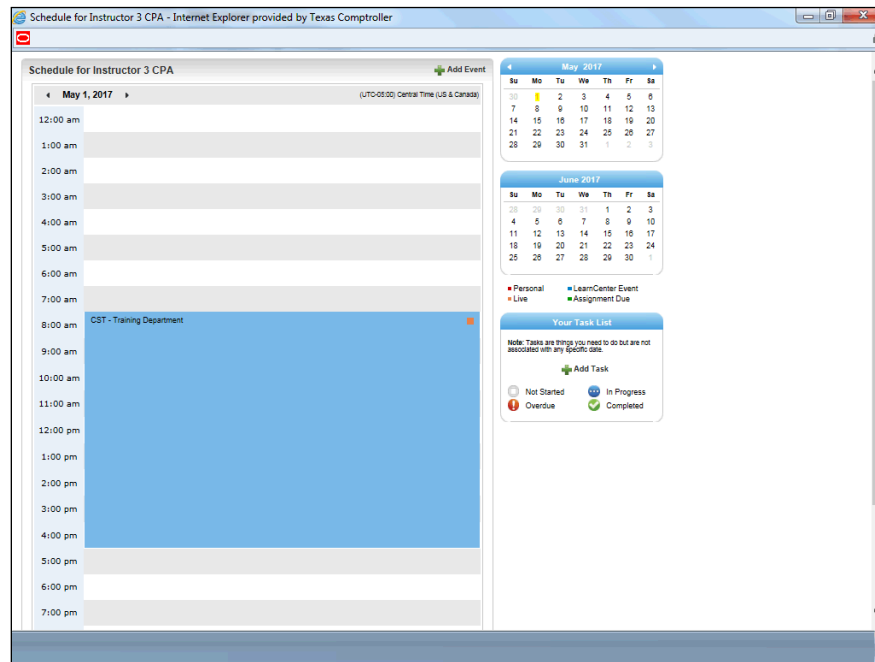
# CAPPS HR/PAYROLL


## EUT Course

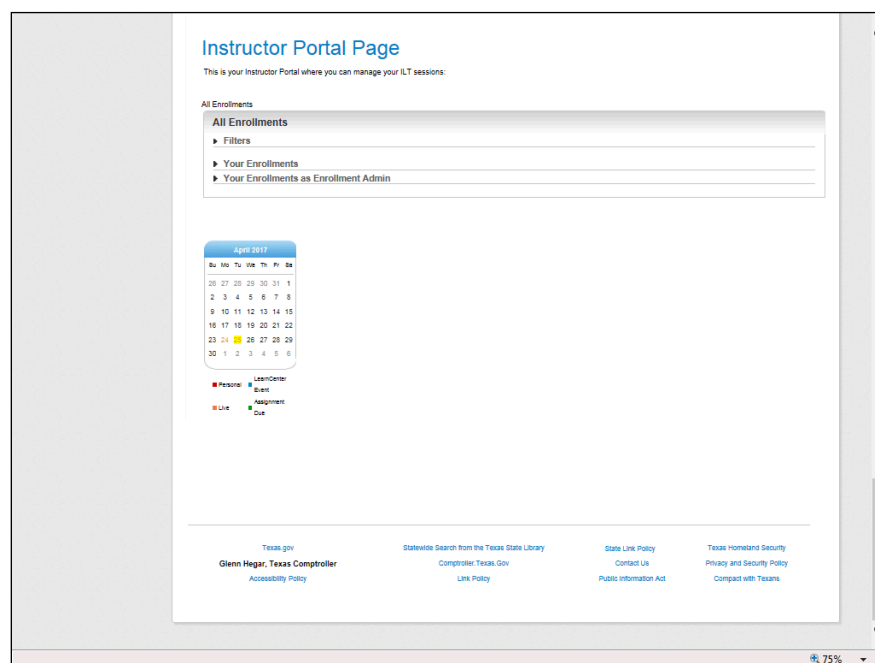


Step	Action
10.	Click the <b>View ILT details</b> button. 
11.	Click the <b>close</b> button. 






Step	Action
12.	Click the <b>Close</b> button. 



# CAPPS HR/PAYROLL

## EUT Course



Step	Action
13.	Click the scrollbar.
14.	Click the <b>Home</b> link. 
15.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>

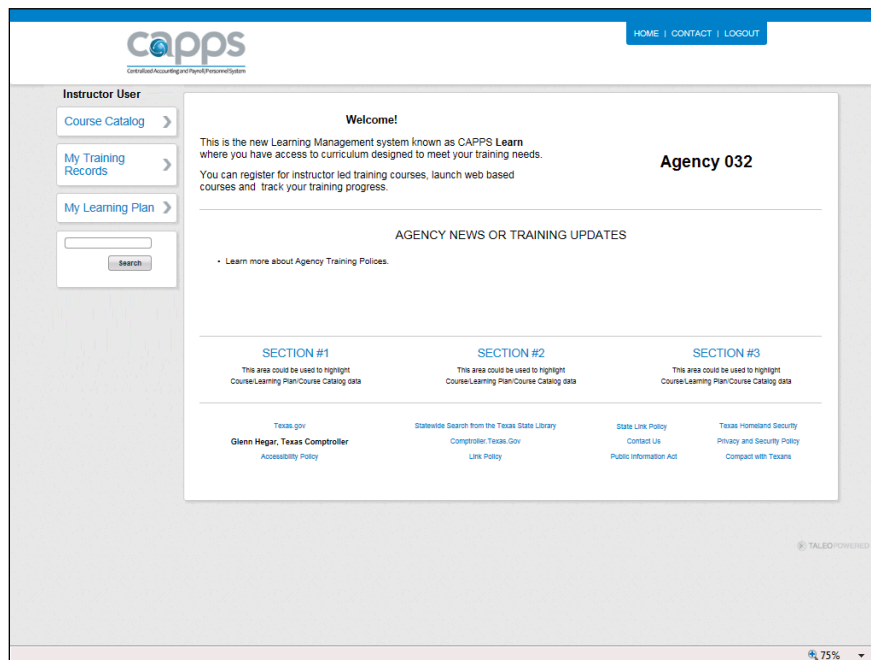
## Managing Rosters



### Section 2 - Lesson 3, Exercise 3 - **Managing Rosters**

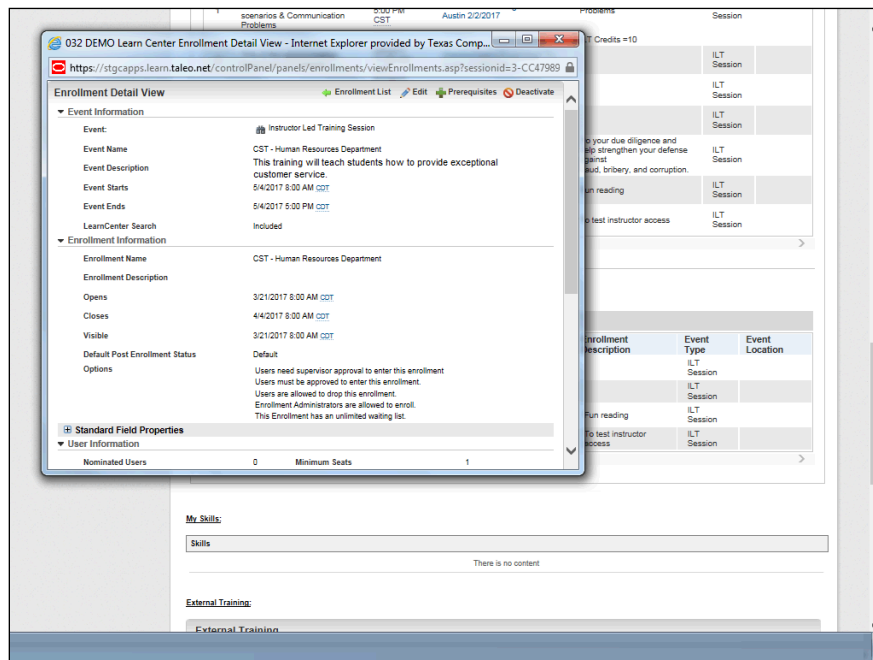
#### Procedure


In this lesson, you will learn how to customize and print a roster.

You will add a signature column to the roster for the CST - Human Resources Department ILT and walk through the steps to print the roster.



Step	Action
1.	Click the <b>My Training Records</b> link. 
2.	You will scroll to the <b>Instructor Portal</b> section. Click the scrollbar.
3.	You will be editing the roster for the CST - Human Resources Department training.
4.	Click the <b>CST - Human Resources Department</b> link. 



Step	Action
5.	Click the <b>Maximize/Restore</b> button. 

# CAPPS HR/PAYROLL

## EUT Course



032 DEMO Learn Center Enrollment Detail View - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/controlPanel/panels/enrollments/viewEnrollments.asp?sessionId=3-CC47989D-FEEB-4D58-9F93-AC9D25CF385F&DCT=1&eid=951&folder=enrollments&

**Enrollment Detail View**

Enrollment List Edit Prerequisites Deactivate

**Event Information**

Event: Instructor Led Training Session

Event Name: CST - Human Resources Department

Event Description: This training will teach students how to provide exceptional customer service.

Event Starts: 5/4/2017 8:00 AM CDT

Event Ends: 5/4/2017 5:00 PM CDT

LearnCenter Search: Included

**Enrollment Information**

Enrollment Name: CST - Human Resources Department

Enrollment Description:

Opens: 3/21/2017 8:00 AM CDT

Closes: 4/4/2017 8:00 AM CDT

Visible: 3/21/2017 8:00 AM CDT

Default Post Enrollment Status: Default

Options: Users need supervisor approval to enter this enrollment.  
Users must be approved to enter this enrollment.  
Users are allowed to drop this enrollment.  
Enrollment Administrators are allowed to enroll.  
This Enrollment has an unlimited waiting list.

**Standard Field Properties**

**User Information**

Nominated Users	0	Minimum Seats	1
Enrolled Users	1	Maximum Seats	30
Remaining Seats	29	Administrators	2

View Users View Administrators

**Mapped Categories**

**File Attachments**

No attachments are currently mapped to this enrollment


**Mapped User Assessment**

No instances are currently mapped for this enrollment

**Recurrence**

Pattern: No recurrence pattern was found

Add Recurrence

Step	Action
6.	Click the scrollbar.
7.	Click the <b>Customize Your Roster</b> link. 
8.	The view of the Roster is shown on the screen.  - You are able to delete a column by selecting the X.  - You can also change the position of a column by switching the Position Numbers.

Step	Action
9.	In this example, you will be adding another column.  Click the <b>Add Another Column</b> link. <b>Add Another Column</b>
10.	You can name it by typing in the field.  Enter the desired information into the <b>Position</b> field. Enter " <b>Signature</b> ". <div><input type="text"/> Position <b>6</b></div>
11.	The Signature column displays in Position (6), which is the last column to the right on the roster.
12.	Click the <b>Save</b> button. <b>Save</b>
13.	Click the <b>Enrollment Detail View</b> link. <b>Enrollment Detail View</b>

# CAPPS HR/PAYROLL

## EUT Course



032 DEMO Learn Center Enrollment Detail View - Internet Explorer provided by Texas Comptroller

https://stgcapps.learn.taleo.net/controlPanel/panels/enrollments/viewEnrollments.asp?sessionId=3-CC47989D-FEEB-4D58-9F93-AC9D25CF385F&eid=951

### Enrollment Detail View

Enrollment List Edit Prerequisites Deactivate

**Event Information**

Event: Instructor Led Training Session

Event Name: CST - Human Resources Department

Event Description: This training will teach students how to provide exceptional customer service.

Event Starts: 5/4/2017 8:00 AM CDT

Event Ends: 5/4/2017 5:00 PM CDT

Time Zone: (UTC-05:00) Central Time (US & Canada)

LearnCenter Search: Included

**Enrollment Information**

Enrollment Name: CST - Human Resources Department

Enrollment Description:

Opens: 3/21/2017 8:00 AM CDT

Closes: 4/4/2017 8:00 AM CDT

Visible: 3/21/2017 8:00 AM CDT

Time Zone: (UTC-05:00) Central Time (US & Canada)

Default Post Enrollment Status: Default

Options: Users need supervisor approval to enter this enrollment.  
Users must be approved to enter this enrollment.  
Users are allowed to drop this enrollment.  
Enrollment Administrators are allowed to enroll.  
This Enrollment has an unlimited waiting list.

**Standard Field Properties**

**User Information**

Nominated Users	0	Minimum Seats	1
Enrolled Users	1	Maximum Seats	30
Remaining Seats	29	Administrators	2

View Users View Administrators

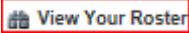
**Mapped Categories**


**File Attachments**

No attachments are currently mapped to this enrollment

**Mapped User Assessment**

No instances are currently mapped for this enrollment

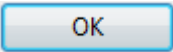
Step	Action
14.	Now you will print the roster.  Click the scrollbar.
15.	Click the <b>View Your Roster</b> link. 

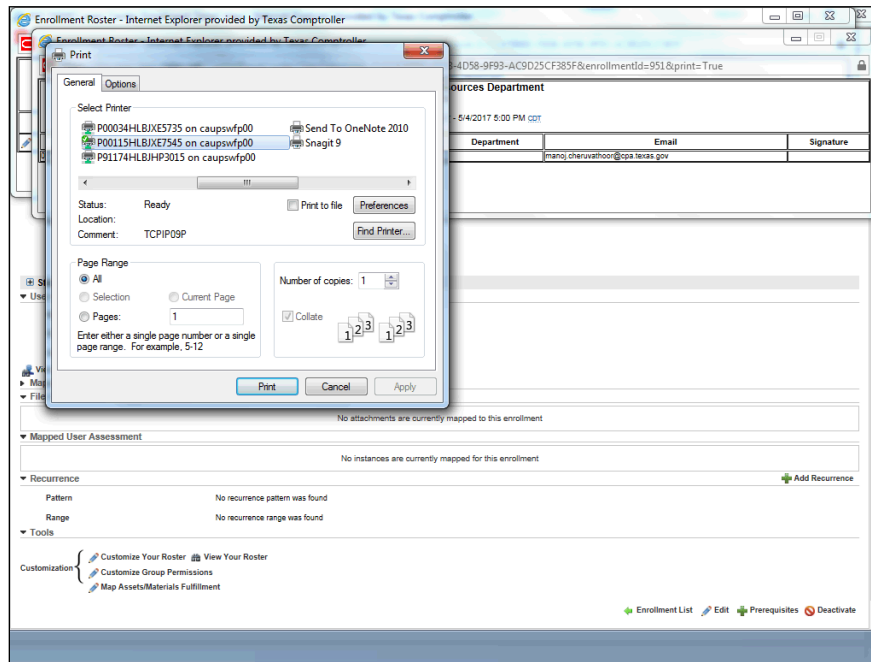
Step	Action
16.	Click the <b>Print Roster</b> button. 

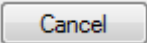
# CAPPS HR/PAYROLL

## EUT Course






Step	Action
17.	Click the <b>OK</b> button. 



Step	Action
18.	You would continue on by selecting the Print Icon, but for training we will cancel. Click the <b>Cancel</b> button. 



Step	Action
19.	Click the <b>Close</b> button. 
20.	Click the <b>Close</b> button. 
21.	Click the <b>Close</b> button. 

# CAPPS HR/PAYROLL

## EUT Course



1	scenarios & Communication Problems	5:00 PM CST	Austin 2/2/2017	Problems	Session
2	This is the communication breakdown ILT session	2/9/2017 11:00 AM CST	CommunicationBreakdown Tx-Austin 02/09/2019	ILT Credits =10	ILT Session
3		5/1/2017 5:00 PM CDT	CST - Training Department		ILT Session
4		5/1/2017 5:00 PM CDT	CST - Training Department		ILT Session
5	Do your due diligence and help strengthen your defense against fraud, bribery, and corruption.	2/10/2017 5:00 PM CST	Dealing With Third Parties	Do your due diligence and help strengthen your defense against fraud, bribery, and corruption.	ILT Session
6	Fun reading	2/21/2017 8:00 AM CST	Taco Tuesday Reading	Fun reading	ILT Session
7	To test instructor access	4/25/2017 5:00 PM CDT	Test for Instructor	To test instructor access	ILT Session

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▼ Your Enrollments as Enrollment Admin

Primary Sort  ● ● ● ● ●

Secondary Sort  ● ● ● ● ●

4 enrollments available, showing 1-4

Event Description	Event End Date/Time	Enrollment Name ▲	Enrollment Description	Event Type	Event Location
1	5/3/2017 5:00 PM CDT	CST - Finance Department		ILT Session	
2	5/4/2017 5:00 PM CDT	CST - Human Resources Department		ILT Session	
3	Fun reading	2/21/2017 8:00 AM CST	Taco Tuesday Reading	Fun reading	ILT Session
4	To test instructor access	4/25/2017 5:00 PM CDT	Test for Instructor	To test instructor access	ILT Session

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**My Skills:**

Skills

**External Training:**

External Training

75%

Step	Action
22.	Click the scrollbar.
23.	Click the <b>Home</b> link. <b>HOME</b>
24.	Congratulations! You have completed this lesson. <b>End of Procedure.</b>